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Supply

STANDARD BASE SUPPLY CUSTOMER'S PROCEDURES

Supersedes AFMAN 23-110, Volume 2, Part 13, BASIC, 1 April 1997.
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FOREWORD

1. This BASIC version of part 13 provides customers and organization commanders with most of the information they need to obtain effective supply support from the Standard Base Supply System (SBSS) and to conduct efficient day-to-day supply operations with Base Supply. This publication explains standard supply procedures and practices at the organizational level and applies to all users of the SBSS. It replaces AFMAN 23-110, Volume 2, Part 13, BASIC, 1 April 1997.

2. There were no outstanding PIMs for this part 13; therefore, there will be no list of outstanding PIMs provided.

3. SPECIAL NOTES:

3.1. This part 13 is formally distributed on the Air Force Electronic Publishing Library's (AFEPL) CD for actual customer requirements being ordered through your local Publication Distribution Office (PDO). Currently, it is provided in a Microsoft Word or Adobe Acrobat Reader format only on the AFEPL until the viewer software is upgraded or changed in the future.

3.2. It also appears on the Air Force Manual 23-110, Volume 2 (CD), BASIC, 1 July 1997, as a **"courtesy copy only"** due to present available space on the CD-ROM and as a complete AFMAN 23-110, Volume 2, reference point for our Standard Base Supply System (SBSS) operating locations. This is provided in the format available using the latest Guide Reader viewing software.

3.3. Future versions will update/remove erroneous references and add other customer enhancements in accordance with applicable Air Force and DOD standards.

4. This CD's narrative changes consist of:

4.1. Chapter 1:

4.1.1. Removes reference for organization commanders/OICs to provide letters of authorization for Base Automated Service Store shopping (paragraph 1.10.).

4.1.2. Changes incorrect reference in section A, paragraph 1.10.2., from AFM 67-1, volume 1, part 1, chapter 20, section H, to AFI 21-202, Combat Ammunition System Procedures.

4.2. Chapter 3: Changes War Reserve Materiel (WRM) Urgency Justification Code (UJC) BT to AT and High Priority Mission Support Kit (HPMSK) UJC BZ to 1Z (attachment A-8, paragraph A8.1.). (These changes correct previously-published erroneous information.)

4.3. Chapter 4: Clarifies procedures for organizational turn-in/disposal of computers (section A, paragraph 4.6.2.6.).

4.4. Chapter 8:

4.4.1. Deletes reference to AFR 50-10 in section A, paragraph 8.5.1.9.

4.4.2. Changes reference from AFR 20-14 to AFI 23-111 in section A, paragraph 8.5.1.11.

4.4.3. Changes reference from AFR 74.2 to AFI 21-113 in section E, paragraph 8.22.11., and AFR 172-1 to AFI 36-2803 in paragraph 8.22.13.

4.4.4. Changes command symbol AFLC to AFMC in attachment B-2.

4.4.5. Changes reference from AFR 74-2 to AFI 21-113 in attachment E-1.

4.5. Chapter 9:

4.5.1. Adds Special Purpose Recoverables Authorized Maintenance (SPRAM)/bench mock-up requisitioning procedures to paragraph 9.4.1.

4.5.2. Deletes reference to AFR 50-10 in paragraph 9.4.3.2.1.

5. Changed information from the April 1997 version of part 13 is highlighted in **yellow**.

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CHAPTER 1 STANDARD BASE SUPPLY CUSTOMER'S PROCEDURES

SECTION A GENERAL AND ADMINISTRATIVE

1.1. CHAPTER SUMMARY

This chapter covers standard practices and procedures that are important to customers of the SBSS. In this chapter, several areas are discussed to include an introduction to the SBSS, relationship between the SBSS and the customer, organizational and Issue Priority System, Precious Metals Recovery Program, the Zero Overpricing funds, Uniform Materiel Movement Program, and Base Supply Training, the Air Force Stock Fund, and the Reparable Stock Fund Division Policy on items removed from the AMARC.

1.2. OVERVIEW

This section outlines the procedures for customers to follow in conducting day-to-day operations with Base Supply through the SBSS, and it defines the responsibilities and duties of Supply customers and equipment custodians in relation to their interaction with Base Supply. The basic concepts, guidelines and procedures described in this section apply to all activities that use the SBSS.

1.3. INTRODUCTION TO THE SBSS

General. The SBSS is an accounting system consisting of standardized computer equipment, programs, procedures, and supply policy. This system provides base activities with their supply needs and employs a SBLC to account for supplies, equipment, petroleum, oil and lubricants (POL), munitions, and clothing. With the SBSS, logisticians, customers, and commanders can track every item in the supply system through standardized programs and procedures.

1.3.1. Scope. All Air Force activities use the SBSS for accounting on both a line-item and dollar basis.

1.3.2. SBSS Relationship with A&F. Materiel accounting consists of both item records and financial records. The DAO is responsible for maintaining financial records. Under this system, Base Supply and A&F share common item and financial records stored in the SBSS database. Both Supply and A&F personnel input and use the same data for management, appropriation, general ledger, inventory control, and financial accounting. This publication contains several references to A&F data, but refer to AFM 177-206, Automated Materiel Accounting System Integrated within Standard Base Supply System: D002A/GV Users Manual, to find detailed A&F policies and procedures.

1.3.3. Resources. Base Supply personnel use the SBLC to store and maintain inventory and financial records and generate reports. This chapter contains a listing of the most widely used supply forms needed to transact within the SBSS. Part 2, chapter 7 contains samples of most of the management products (reports and listings) used in Base Supply.

1.3.4. SBSS Objectives. The entire SBSS was designed to meet the customer's needs. Although the system may at first seem complex, SBSS programs and procedures are all extensions of the basic supply requirements to order, receive, store, control, and issue property. The primary goal of the SBSS, relating directly to managers' responsibilities, is to provide:

1.3.4.1. Standardized management data for all levels of management which shows the effectiveness of the supply system, gives managers control of their inventories and the power to enforce supply discipline, which minimizes fraud, waste, and abuse of resources.

1.3.4.2. Managers with accurate and current data for budget and buy programs.

1.3.5. Base Supply Customer Contact Points. Accordingly, customers have four primary points of contact within Base Supply:

1.3.5.1. Customer Service. This is the primary point of contact for all supply-related questions and queries.

1.3.5.2. Retail Sales. This section consists of the Base Service Store, Tool Issue Center, and Individual Equipment. Here, one can "shop" for needed housekeeping and administrative supplies, handtools, and individual equipment such as personal and organizational clothing (i.e., flightsuits, work gloves, cold weather gear, etc.)

1.3.5.3. Demand Processing. Needed supplies other than those found in Retail Sales are ordered from this section. Most MAJCOMs and bases have decentralized demand and issue processing and parts-into-aircraft maintenance such as ACC's and PACAF's COSO, and USAFE's DASS, and AMC's AMOSE. Also, USAFE and AMC bases have decentralized supply functions and parts-into-vehicle maintenance.

1.3.5.4. Equipment Management. This is the point of contact for all matters related to equipment management. Although these are the primary points of contact, Base Supply also has a Fuels Management Flight responsible for receiving, storing, handling, issuing, and delivering all aviation and ground fuels to customers. In addition, when it is the MAJCOM option, the Munitions Accountable Supply Officer may be assigned under the COS and is responsible for managing munitions commodities.

1.3.6. SBSS Procedures. All Air Force personnel must put established supply procedures into effect in a way that best uses Air Force resources and at the same time supports assigned missions. The procedures in this part should help them meet that objective.

1.4. CUSTOMER AND BASE SUPPLY RELATIONSHIPS

Customer Training. The supply customer is an important basic part of the SBSS. To a large degree, the customer's actions determine Base Supply's ability to support mission requirements. Because of this, organization commanders need to be aware of their responsibilities for managing government property in AFR 20-14, Management of Government Property in the Possession of the Air Force (to be replaced by AFI 23-111). The COS will help commanders in their efforts by providing an effective customer training program as per part 2, chapter 2 and AFCAT 36-2223. Organization supply representatives who communicate, coordinate, and cooperate effectively will have a mutual understanding of assigned missions, help solve problems, and provide effective supply support.

1.4.1. Customer Contact Point. Normally, the primary point of contact for Base Supply customers is Customer Service within the Management and Systems Flight. This office was established to provide customer assistance and has the responsibility of receiving and resolving customer problems and complaints. Customer Service may refer customers to the responsible function in Base Supply for assistance. In all cases, requests for assistance must be documented and the customer must be notified of actions taken.

1.4.2. Signature Authority Delegation. Unless mandated by public law, the COS may delegate signature authority to the flight or section chief responsible for a task. For example, where this part specifies review of a signature on a listing by a flight chief, the COS may delegate this task to the section supervisor responsible for preparing and reviewing the listing. Such delegation will be published as a supplement according to part 2, chapter 2. During his/her absence, the COS may delegate signature authority for documents (M10, reports of survey, etc.) requiring the signature of the accountable officer. However, this delegation of authority must be in writing (letter of authorization) and approved by the wing/base commander. Accordingly, if an organization has a similar delegation policy, it must advise the Base Supply activity and furnish copies of requested documentation.

1.5. DISPOSING OF DOCUMENTS

To dispose of Base Supply management products, refer to AFMAN 37-139, Disposition of Air Force Records, 67-series tables `.

1.6. ALPHABETICAL INDEX

For a complete master index of supply subjects see AFM 67-1, volume 1, part 1. In addition, attachment A-1 identifies related chapters in AFM 67-1 and AFMAN 23-110 which are on file in Base Supply. Customer Service will assist in using any of these references.

1.7. SUPPLY FORMS

The following forms are needed to obtain service and support from Base Supply.

1.7.1. Air Force Forms

Number	Title
126	Custodian Request Log
601	Equipment Action Request
1230	Standard Reporting Designator (SRD) Candidate Information
1445	Materials and Equipment List
1996	Adjusted Stock Level
2001	Notification of TCTO Kit Requirements
2005	Issue/Turn-in Request
2009-1	Manual Supply Accounting Record

1.7.2. AFTO Forms

Number	Title
110	Technical Order/CPIN Distribution Record
350	Repairable Item Processing Tag

1.7.3. DD Forms

Number	Title
362	Statement of Charges/Cash Collection Voucher
577	Signature Card
1131	Cash Collection Voucher
1348-1A	Issue Release/Receipt Document
1348-6	DoD Single Line Item Requisition System Document (Manual - Long Form)
1574	Serviceable Tag - Materiel
1575	Suspended Tag - Materiel
1577-2	Unserviceable (Reparable) Tag Materiel

1.7.4. Optional Forms

Number	Title
83	NMCS (Not Mission Capable Supply) (Label) (3 x 1 1/2")
84	NMCS (Not Mission Capable Supply) (Label) (3 x 5")
274	Equipment Warranty

1.8. ORGANIZATIONAL FUNDS

Base Supply personnel do not perform funds management responsibilities for organizations; however, their management reports are helpful when budgeting and controlling the funds allotted to each organization by the Base Comptroller to purchase supplies and equipment.

1.8.1. Funding Requirement. AFP 170-1, Resource Manager's Handbook, explains resource management at base level. Operation and maintenance funding should be a primary concern of the supply customer as should the description of the Air Force Stock Fund. Use of this handbook and close coordination with the budget office of the Base Comptroller and the funds manager in Base Supply will help to accurately plan and justify funding requirements and will ensure managers use allotted funds for their intended purpose.

NOTE: Maintenance organizations must budget and pay for repair parts used to repair items belonging to Base Supply (repair cycle assets).

1.8.2. Zero Overpricing Program (ZOP). To assist the supply customer in controlling and managing allotted funds, the Air Force has a program called ZOP (AFM 67-1, volume 7, part 4). Using this program, customers can and should challenge prices on items that seem to be too high. It is important to review supply documents and listings for prices being charged. If there are suspect pricing discrepancies, contact Base Supply Customer Service to make a price challenge. AF Form 1000, Suggestion, and AF Form 1046, Overpricing Referral, are the forms to use to submit ZOP challenges. Be sure to include your telephone number on the forms.

1.8.3. Customer Fund Exceptions. As a general rule, AFSF are used to initially procure materiel from commercial or other government sources, and customer funds are used only to reimburse the AFSF, upon issue. Do not use customer funds for initial procurement of supplies and equipment, except in a few limited instances. The following exceptions are authorized:

1.8.3.1. Credit card purchase of commodities other than fuels.

1.8.3.2. Central procurement of Air Force books and periodicals.

1.8.3.3. COPARS and COCESS. Also, see AFM 172-1, volume I, chapter 18, for a complete list of authorized exceptions.

1.9. REQUESTING NEW ORGANIZATION CODES

Based on AFR 11-4, Host-Tenant Support Responsibilities of US Air Force Organizations, support agreements (if applicable) or upon activation of general orders, the organization commander must submit a letter or form to Records Maintenance in Base Supply to obtain an organization code to begin receipt of supply support for the organization's mission.

1.9.1. Organization Title (Example: 1607th Supply Squadron, 1001st Civil Engineer). Off-base organizations with an activity address code different from the host base must place their activity address code in the first six positions of the organization title, for example, FY7177, 6945th Scty Sq.

1.9.2. Organization Identification Code. This identifier consists of the organization number, kind, level codes, and detachment number, if applicable from AFR 700-9, volume I, Information Systems Standardization and Management Program.

1.9.3. Force Activity Designator. Refer to the HQ USAF Program Document.

1.9.4. Primary Delivery Point. Building number, room number, etc.

1.9.5. MAJCOM Code. Refer to AFR 700-9, volume I or part 2, chapter 3.

1.9.6. List of Serviceable or Unserviceable Property Pickup Points. The customer informs Pickup and Delivery personnel of these locations points.

1.9.7. List of Authorized Shops and Custody Receipt Account Codes. Identify all authorized shops by type of function performed. For example, vehicle tire shop-supply will assign a two-digit alpha shop code. Assign civil engineering shop codes according to this manual, part 2, chapter 3 and 31.

1.9.8. List of all applicable AS Documents. This does not restrict the use of other ASs.

1.9.9. Specifics on Use of Consolidated or Separate Bench Stocks. The organization determines use.

1.9.10. Specifics on ICBM maintenance. The organization determines use.

1.9.11. Satellite Account Requests. Specify stock record account number and address of the DRMO servicing the satellite.

1.9.12. AWP Delivery Destination. If applicable, follow local procedures.

1.9.13. CAMS. Show identification code, if applicable.

1.9.14. Weapon Systems and End-Items by SRD. Show those being supported by the organization.

1.9.15. Distribution of Listings. After the Records Maintenance personnel load the organization record, they forward the correspondence to Supply Distribution, who, in-turn, establishes a pickup point in Base Supply for the customers' management reports and listings. If the organization is located off base, Base Supply can arrange to have the listings mailed to the address specified on the original request.

1.10. AUTHORIZATION TO RECEIPT FOR PROPERTY

Organization commanders are responsible for designating and submitting to Base Supply by letter or form, the names of their organization personnel who have the authority to receipt or sign for property. There are several areas which must be addressed.

1.10.1. BASS

1.10.1.1. Administrative Supplies. All personnel are authorized to shop and procure supplies through the BASS. The organization commander or OIC of the function to which an account is assigned may designate internally who can purchase materials through the BASS, but BASS personnel will not validate or verify such an authorization.

1.10.1.2. Handtools (Expendable and Equipment Management Code 1 Only). Follow the procedures specified for administrative supplies.

1.10.1.3. Warranted Tools. Base Supply Tool Issue Center personnel manage warranted tools, but contractors supply them. These tools have a warranty or guarantee. Only specific activities may purchase warranted tools and participate in the Warranted Tool Program. The participating activities are: Aircraft, Missile, and Munitions Maintenance (USAF, AFRES, and ANG). Other activities can purchase quality tools, to include a warranty if desired, under the current local purchase guidelines. Bases or MAJCOMs can develop their own procedures on future local purchase tool contracts as long as they follow the basic local purchase policy. Bases or MAJCOMs can establish procedures for purchases under new contracts, but the old contracts and procedures to exchange tools must remain in place to provide guidance on tools purchased under existing contracts. Though these contracts are not in effect for new tools, the warranty is still valid. Economics is not the only factor involved when determining whether to use the Warranted Tool Program; however, bases and MAJCOMs should complete an economic analysis. The analysis should show a reasonable payback period that can be balanced with the factors involved with the use of warranted tools. For more detailed guidance, base and MAJCOM personnel can find procedures for command warranted tool management in MAJCOM directives.

1.10.2. Munitions. Organization commanders must submit a letter or form (an original and three copies) to the MASO for munitions. They must send the original and two copies to the MASO, forward the fourth copy to the submitting organization. Required information is the individual's name, specimen signature on all copies, organization designation or title, for example, 1700 TRNSS-TRAN SQ, and designated delivery and pickup points for both serviceable and unserviceable ammunition. See AFI 21-202, Combat Ammunition System Procedures, and part 2, chapter 33, for detailed procedures for controlling these appointments.

1.10.3. Equipment. Organization commanders are responsible for ensuring the following are accomplished.

1.10.3.1. Submit all requests for appointments or changes by letter or form directly to Base Supply's Equipment Management (LGSME).

1.10.3.2. Ensure custodians are replaced at least 45 to 60 calendar days before PCS, separation, or retirement.

1.10.3.3. Ensure the letter or form includes the organization and shop codes, organization and function titles, for example, 1700 FMS-HYD SHOP, training dates for primary and alternate custodians, building number, MAJCOM code, DEROS, and custodians (custodian code P for the primary and A for the alternate).

1.10.3.4. See part 2, chapter 22, for procedures for custodians and alternates and control of authorization letters or forms.

1.10.3.5. May sign and receipt for equipment items at any time and in the absence of custodians.

1.10.4. Classified Property

1.10.4.1. Organization commanders, OICs of functions being supported, or the TMO must submit a letter or form to Document Control identifying the individuals authorized to receipt for classified property. Required information and instructions for doing so are:

1.10.4.1.1. Organization Code. Enter TRANS for TMO, SUPPL for Base Supply, and MATCO for Materiel Control. Enter the organization code for all other personnel. Do not release classified property to any individual unless his or her name appears on the listing. Have the individual receiving the property show his or her identification card to complete the verification.

1.10.4.1.2. Shop Code. Does not apply to TRANS, SUPPL, and MATCO.

1.10.4.1.3. Individual's Name. Show last, first, and middle initial.

1.10.4.1.4. Level of Classification Authorized for Receipt. Self-explanatory.

1.10.4.1.5. Date of Submission. If changes occur, prepare new letters and forms within 3 workdays of the change (additions or deletions).

1.10.4.1.6. DEROS (overseas only). Self-explanatory.

1.10.4.1.7. Equipment Custodian Code (P) for Primary, (A) for Alternate. Applies only for classified equipment. Enter this code only if classified equipment is authorized on the equipment account.

1.10.4.1.8. Individual's Duty Telephone Number. Show duty phone with area code.

1.10.4.2. Semiannually (June and December), Document Control (LGSDD) of Base Supply must provide a listing of all individuals authorized receipt for classified property to applicable Base Supply functions and supported organizations. Semiannually, classified receipt authorization letters and forms must be revalidated even when no changes have occurred.

1.10.5. DRMO. Direct mission organization representatives requiring access to DRMO facilities to screen property may be admitted after presenting current employee or military identification cards issued by a DOD activity and after signing the visitors control register. They must include on the register the purpose of their visit and their base supply account number SRAN for which they are screening. Nondirect or nonmission organizations (for example, special services or nonappropriated fund activities) must submit written requests to the DRMO as explained in DOD Manual 4160.21-M, Defense Utilization and Disposal Manual, chapter 9, paragraph B, and this manual in volume 6, part 1, chapter 5, section B.

1.10.5.1. Base Supply and the DRMO must establish local procedures enabling organizations to review and determine availability of property. After property has been identified, the organization representative will contact the Materiel Management Flight (LGSM) of Base Supply to obtain assistance in properly accomplishing the necessary procedures for withdrawal as outlined in part 2, chapter 9, this manual. When a customer has an existing backorder through Base Supply and DRMO has property that can satisfy the requirement, the DRMO may issue the serviceable material to the customer as "free issue".

1.10.5.2. DOD Manual 4160.21-M, chapter 9, authorizes DOD personnel to screen property by presenting a valid employee or military services identification card. To receipt for property, the individual must have a valid identification card and provide the DRMO with an authorized requisition document (DD Form 1348-1A) prepared and authenticated by certifying Base Supply personnel. See part 2, chapter 18, of this manual for additional information.

1.11. UMMIPS

1.11.1. The Purpose of UMMIPS. The purpose of UMMIPS is to provide a standard method of ranking competing needs according to their importance and to ensure the most effective management of resources in reacting to each need, UMMIPS provides a method for identifying the importance of requisitions by using a combination of FAD (assigned by the Secretary of Defense, the Joint Chiefs of Staff, or the Air Force) and UND (assigned by the customer). This combination determines the requisitioning priority sent to the source of supply.

1.11.2. Responsibilities. All levels of command share the responsibility for maintaining an effective and credible priority system. Commanding officers and the heads of requisitioning activities are responsible for assigning priority designators consistent with assigned FADs and the existing urgency of need. The following guidelines are provided to assist in meeting this requirement.

1.11.2.1. Ensure each individual responsible for assigning UNDS or priorities is properly trained in UMMIPS procedures.

1.11.2.2. Ensure individuals are aware of and comply with the accurate assignment and use of priority designators consistent with the FADs assigned by higher authority and with the existing urgency of need.

1.11.2.3. Review all UND A requirements before sending a requisition to the source of supply.

1.11.2.4. Ensure supply discipline in priority requisitioning to include the use of disciplinary action in cases involving deliberate abuses.

1.11.3. UND. Commanders or heads of DOD activities must review or delegate in writing, the authority to certify that all requirements with priority designator A or B are appropriate and justified.

1.11.3.1. Use UND A only for materiel when lack of the item would interfere with the assigned mission.

1.11.3.2. Use UND B only for materiel when the lack of the requested item impairs your ability to perform the assigned mission. Perform the management review of UND B requirements after the submission to Base Supply and requisitioning action from the source of supply.

1.11.3.3. Use UND C for requisitioning materiel for all other requirements.

1.11.4. Control of Priority Designator Utilization

1.11.4.1. While retaining the responsibility for reviewing UND A and B requests, commanding officers of the requesting activity may designate individuals to make the actual review. It is important that these appointed individuals be in management-level positions, capable of determining the mission impact, fully knowledgeable of UMMIPS policy (DOD Directive 4410.6), and able to provide confirmation to Base Supply of the urgency of the request.

1.11.4.2. To maintain the integrity of the UMMIPS, the quantity of materiel included on priority designator 01 through 08 requisitions must be restricted to that amount necessary to satisfy the immediate requirement. Additional quantities necessary to replenish stock must be under a UND C routine priority.

1.11.5. Surveillance and Review of UMMIPS Procedural Application

1.11.5.1. Before The Fact Review. The importance of a before the fact review of the priority one assigns to one's requirements cannot be overemphasized. Abuse and misuse of UMMIPS have far-reaching and negative results on the logistics system, in Supply, Contracting, and Transportation. As the proportion of priority requests increase compared to total requests, the relative importance of the priority decreases.

1.11.5.2. After The Fact Review. The using organization commander or designated representative performs after the fact reviews. Periodically, Base Management and Systems Flight personnel review high-priority requirements during their internal supply surveillance, and when they see adverse trends, notify the organization commander.

1.11.5.3. Suspected Abuses. If the COS identifies suspected abuses, he or she notifies the organization commander of the requesting activity. The commander determines if a problem exists and takes corrective action, as required. A continuous, aggressive program to control and manage UMMIPS results in optimum supply support of valid high-priority requirements. Misuse and abuse of the system is a serious violation of public law, wastes scarce resources, and seriously degrades the ability to provide combat logistics support for combat operations.

1.11.6. Additional Information. Chapter 3 contains additional information on supply priorities.

1.12. MDR/QDR EXHIBITS

Report and Turn-in Deficiency/Defect. Upon receipt of a supply or equipment item from Base Supply with a deficiency or latent defect, report the MDR or QDR and prepare the asset for immediate turn-in according to TO 00-35D-54, USAF Materiel Reporting and Investigating System.

1.12.1. Control of MDR or QDR. The originating point maintains control of the exhibit when the size and configuration of the asset allows. When the exhibit size and configuration allow, move the exhibit to a controlled area (preferably locked) to ensure the exhibit is not altered or lost. Normally, this controlled area is in Base Supply. When there is not enough space in Base Supply, maintenance may store the exhibit pending final disposition. There is an exception to this policy when maintenance becomes the permanent storage location. If the need arises to establish a permanent storage area within maintenance, the organization must request approval authority from HQ USAF/LGMM, through its MAJCOM.

1.12.2. Repair Cycle Support will process MDR/QDR or latent defects turn-ins for items that are assigned ERRCD XD, XF, and XB. Equipment Management will process turn-in documents for MDR/QDR or latent defects on equipment managed items. They (RCSS/EMS) will process the turn-in if the pre-post method is used and Receiving will perform this task if the post-post method is used.

1.13. REQUESTING A SRD

SRD are three-character reporting designators used to identify items of equipment for use in various automated management information systems. The predominant uses are for the MCD system and the MICAP system.

1.13.1. CAMS/REMIS. SRDs are available to on-line users through the CAMS or through the REMIS. Users of SRDs should make arrangements to access the systems, if they don't already have the capability.

1.13.2. SRD Directive. Refer to AFI 23-106, Assignment and Use of SRD, which is the governing directive for policies, procedures, and responsibilities for assigning and using SRDs.

1.14. LOCAL PURCHASE POLICY

Local purchase policy comes from the DFAR (contracting policy) and applies to all military services, the DLA, and the GSA. The local purchase procedures stated in part 2, chapter 9, this manual, implement this policy. Coordinate any waivers to the policy through contracting channels. With the recent changes to the DFAR (1 February 1988), customers now have the flexibility to local purchase items that used to require either DLA or GSA's approval. In essence, local purchase of an item can now be requested if local purchase is in the best interest of the government in terms of quality, timeliness, and cost. There are, however, some exceptions such as 1) items that have a war reserve requirement, are necessary for the wartime mission, and are required to support a unit deployment mission; 2) items directly related to the support of a weapon system or its support equipment; 3) items with special security characteristics; and 4) items of a dangerous nature such as explosives or munitions.

1.14.1. Rules Governing Local Purchase Items. There are specific rules which apply when requesting local purchase items.

1.14.1.1. If the line-item cost is over \$100, the customer must provide the contracting officer a specific statement identifying the advantages to local purchase.

1.14.1.2. If the line-item value is over \$5,000, and the source of supply is GSA or DLA, then the integrated materiel manager (IMM) must approve the local purchase action.

1.14.2. Management Flexibility. The intent of the DFARS change was to give installations greater flexibility managing their resources and performing their mission. The exceptions were included in order to maintain a level of support needed in the event of war, and for safety and security considerations.

1.15. PRECIOUS METALS RECOVERY PROGRAM

Volume 6, Excess Surplus Personal Property, prescribes policies and procedures for Air Force participation in the DOD PMRP. The PMRP encompasses silver, gold, and the platinum family. The platinum family includes platinum, palladium, iridium, rhodium, osmium, and ruthenium. See volume 6 for a complete list of the organizational PMRP'S responsibilities that apply to all Air Force activities managing, receiving, handling, storing, issuing, using, requisitioning, purchasing, shipping, or contracting when precious metals are involved. The items of supply include those items containing precious metals or precious metal bearing scrap, sludge, solutions, powders, amalgam flake, black and white photographs, or other mixtures or forms. Regardless of organizational entity, all Air Force activities on installations must cooperate to the fullest extent with the installation PMRP Monitor, the RPEC (see AFR 125-37), the PMAR, and the DRMO to ensure every installation has a viable program. Each activity involved in the PMRP must appoint a PMRP monitor and an alternate in writing and furnish a copy of the appointment correspondence to the installation PMRP monitor (see volume 6, chapter 4, this manual for a complete list of the organizational PMRP's responsibilities).

1.16. MCD

It is imperative to procure the right spares in the right numbers to support weapon systems. Logistics personnel at all levels use MCD to determine and forecast for spare parts necessary for supporting peacetime and wartime combat operations. This data is collected using the MCD Collection System. SRDs assigned to weapon systems and end-items are basic to the system. SRDs are used to record demand (usage) data for our weapon systems; therefore, accurate use of the SRDs is vital. Numerous reports, audits, inspections, and studies indicate serious deficiencies exist in MCD collection and the use of SRDs. Although the COS manages the MCD program at base level, SRD assignment and correct usage is a customer responsibility. Commanders must ensure their people using the supply system understand what MCD and SRDs are and the impact if misused. Constant awareness through publicity, training, and daily emphasis is essential in order for Base Supply to maintain an accurate data base.

1.17. BASE SUPPLY TRAINING

1.17.1. Source. Training is available from supporting Base Supply Training.

1.17.2. Responsibilities. Organization commanders and supervisors are responsible for ensuring:

1.17.2.1. All individuals receive the required customer or custodian training. Personnel are required to bring this part (Part 13) to class.

1.17.2.2. AFSC 2S0XX unit, organizational, or material control personnel receive OJT and proficiency training. The AFSC 2S0XX specialty training standard is marked with a number sign (#) for minimum unit, organizational, or material control supply training tasks. When requested, Base Supply Training will help in validating supply personnel OJT and proficiency training programs.

1.17.3. Training Topics and Attendance at Training Sessions. Unless otherwise indicated, supply personnel listed below must attend the following types of training immediately upon assignment to the job.

1.17.3.1. Block I, General Supply Indoctrination

1.17.3.1.1. Individuals initially assigned as organizational resource managers

1.17.3.1.2. Organizational supply representatives. In this regulation, "supply representative" is the individual assigned by the base, installation, or organizational commander to manage or monitor a customer supply account. This includes AFSC 2S personnel.

1.17.3.2. Block IIA, Bench Stock Management. The organizational bench stock monitor.

1.17.3.3. Block IIB, Repair Cycle Management. All shop DIFM monitors. Other personnel designated by the organizational commander should also attend.

1.17.3.4. Block III, Equipment Management

1.17.3.4.1. All on-base equipment custodians and alternates

1.17.3.4.2. Offbase custodians and alternates located within a reasonable distance of the support base. When distance makes classroom training impractical, the COS must develop and provide offbase custodian training packages to supplement this manual.

1.17.3.5. Follow-on Training

1.17.3.5.1. Follow-on training for all blocks is given on an "as required" basis.

1.17.3.5.2. Higher headquarters, unit commanders, supervisors, local inspection, staff assistance visit, customer assistance visit, personnel reports, and other indicators determine the need for follow-on training.

1.17.3.5.3. Personnel who received initial training, but who have continuously performed the same duty, should be exempted from retraining. This applies only to those personnel immediately reappointed to the same duty following a permanent change of station or permanent change of assignment.

1.17.3.5.4. Equipment custodians reappointed at their new assignment may require briefing on command supplements, local policy, and requirements.

1.18. AIR FORCE STOCK FUND

A stock fund is a system for financing the purchase of inventory and holding it until required for use by various customers. When a stock fund begins operation, it is provided with cash and inventories of certain commodities of items. The cash and inventories are called the capital of the fund. A feature of the stock fund is that it revolves. The stock fund sells items to its customers and in turn receives cash. The stock fund manager uses the cash to purchase additional inventory for future sale. This revolving aspect of a stock fund is designed to be self-sustaining once the cycle is set in motion.

1.19. ORGANIZATION REFUSALS

There may be times when it is necessary to refuse an asset when Base Supply personnel deliver and ask you to receipt for it. Specific procedures for organizational refusals are in part 2, chapter 14, this manual. Briefly, one can refuse an item when there is a supply error not caused in any way by the customer. When this is the case, annotate all copies of the issue/due-out release document with the phrase "ORGANIZATIONAL REFUSAL," give a brief explanation for refusing the property, and sign the document. The Base Supply pickup and Delivery driver returns the property with copies one, three, and four of the ISU/DOR document to Base Supply Inspection. The customer retains copy two of the ISU/DOR document. Inspection determines who is primarily responsible for the error and refusal, as indicated by the reason for refusal on the ISU/DOR document and an inspection of the item. For example, Supply is responsible if the property is misidentified, unserviceable, an unsuitable substitute, or the quantity issued is in excess to what the customer ordered. The customer is responsible if he or she ordered the wrong item or if the item was ordered, shipped, and received due to a failure to cancel a due-out. If the customer is responsible for the error, Base Supply personnel will process a turn-in and contact the customer to determine if he or she still has a valid requirement. If so, Inspection personnel will contact the issue processing point so they can reorder the correct item. As an alternative, the customer can reorder the property. If supply made the error, they will reverse-post the document, automatically reinstating the requirement and reimbursing the organizations' funds account.

1.19.1. The Air Force Stock Fund is divided into seven divisions. The following are the divisions that may affect you the customer.

1.19.1.1. GSD. The GSD includes all base-funded expense items (budget code 9) inclusive of DLA, GSA, Army, Navy, commercial vendor items and items not managed by another division of the Air Force Stock Fund. GSD items will have an ERRC of XB or NF with a unit price less than \$25,000.

1.19.1.2. SSD. Items managed in the SSD are Air Force centrally procured expense with a budget code 1 and ERRC of XB3 and XF3. SSD assets have two prices (standard and FAC) and are updated annually by HQ AFMC. Issues and due-outs are charged the standard price. Credit for serviceable turn-ins will be based upon the stock fund credit indicator. Credit indicator A provides credit, while credit indicator D denies credit. XF items are credited at standard when credit indicator A is assigned, while XB3 items are credited at FAC.

1.19.1.3. RSD. The RSD includes Air Force centrally procured investment items and are assigned a budget code 8 and ERRC "XD". Exceptions are munitions, cryptologic, classified programs, and tanks, racks, adapters, and pylons (TRAP). RSD assets have three prices (standard, carcass, and FAC) and are updated annually by HQ AFMC. Due-outs and issues which create DIFM details are charged at the exchange price (standard minus carcass price), while those without DIFM details are charged at standard price. Serviceable turn-ins of assets with DIFM details are credited at exchange price, while unserviceable assets receive no credit unless MDR, QDR, or warranty item and they are credited at exchange. Serviceable turn-ins of budget code 8 assets without DIFM details will be credited at repair cost and if the credit indicator is assigned by AFMC.

1.20. RSD POLICY ON ITEMS REMOVED FROM THE AMARC

1.20.1. The Prime Item Manager will be involved in local decisions involving assets obtained from AMARC. The final decision to use AMARC or any other alternative means to satisfy valid field requirements rest strictly with the Prime Item Manager in coordination with the System Program Director.

1.20.2. If there is an identified need to support a valid priority requirement that cannot be supported through a Prime Item Manager's inventory to include the production line or through the buy process, then AMARC can be used to support the requirement. In this regard, all contact with AMARC on all removal or reclamation requests are to be made through the Prime Item Manager. The Prime Item Manager working with the System Program Director is in the best position to determine the worldwide inventory position, balance your requirements against others, and fund status.

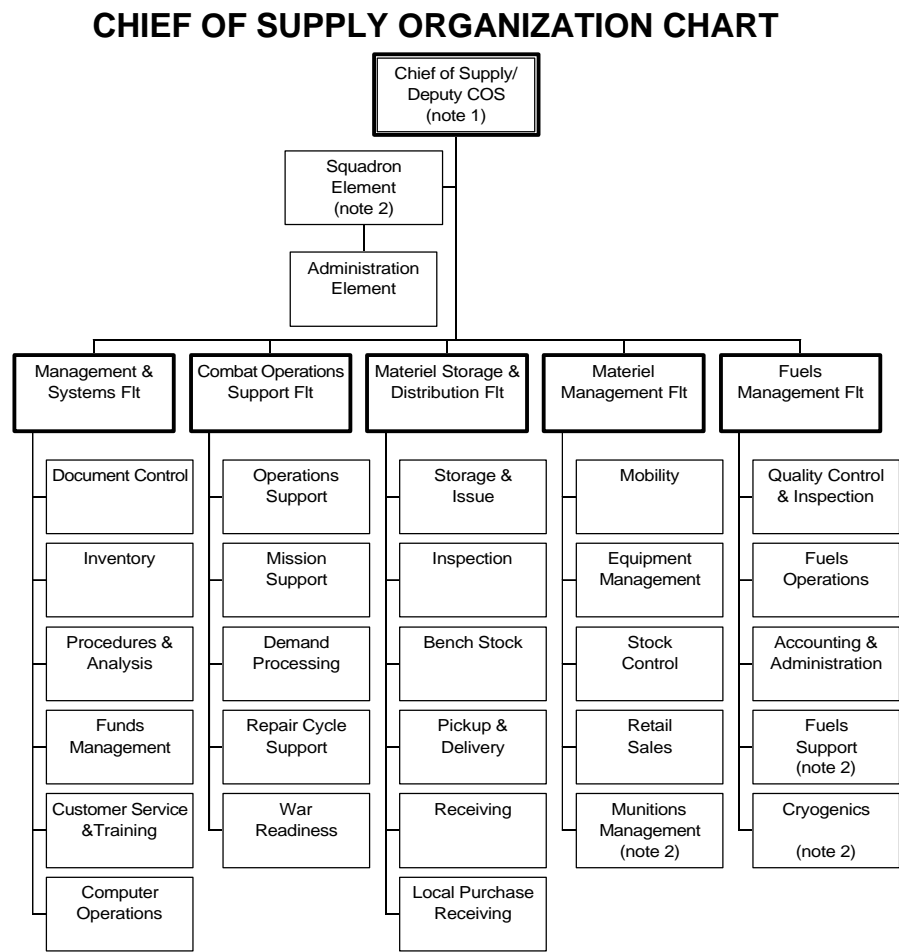
1.20.3. Once a reparable asset has been identified at AMARC as a possible candidate, a condition determination is made by the maintenance facility at AMARC. It must be noted that AMARC has limited capability to check and test assets. Assets are turned into supply as either serviceable ("A" condition) or unknown condition ("R" condition). The turn-in applies the current indicative data found on the item record to the turned-in reparable asset. It is important to understand that AMARC reparable assets are not "free issue" and they have no depreciated value because of their source. Once processed into the supply system at AMARC, the turned-in reparable is shipped to the base if directed by the Prime Item Manager.

1.20.4. If the reparable asset received by the base is an "A" condition asset, then it follows normal reparable processing; in other words, the user pays the exchange price. Subsequently, the user receives some credit depending on the condition of the returned asset and the time frame when it was returned. If it is necessary to check and test the "A" condition asset prior to installation, the base follows serviceable ISU/MSI issues procedures using activity code C.

1.20.5. If the reparable asset received is an "R" condition asset, the base follows serviceable ISU/MSI issue procedures using activity code C. The base must identify to the Prime Item Manager, all AMARC reparable assets that cannot be used as received or repaired (made serviceable).

ATTACHMENT A-1 CHIEF OF SUPPLY ORGANIZATION CHART

Figure A1.1 Chief of Supply Organization Chart



Note 1: Reference this excerpt from the note in Part 2, Chapter 2, Paragraph 2.3.1: "The COS may elect to move processes outside/between flights with MAJCOM concurrence in order to enhance customer support."

Note 2: When authorized.

ATTACHMENT A-2 ALPHABETICAL INDEX

A2.1. PURPOSE

To provide an alphabetical index of supply subjects and related publications to research for information that pertain to these subjects.

A2.2. ALPHABETICAL INDEX

A

Adjusted Stock Levels, AFMAN 23-110, Volume 2, Part 2, Chapter 19
Allowance Documents, AFMAN 23-110, Volume 2, Part 2, Chapter 22
AWP, AFMAN 23-110, Volume 2, Part 2, Chapter 24

B

Base Service Store, AFMAN 23-110, Volume 2, Part 2, chapter 23
Bench Stock, AFMAN 23-110, Volume 2, Part 2, chapter 25
Budget Codes, AFMAN 23-110, Volume 2, Part 2, chapter 3 and Volume 1, Part 4, Chapter 1
Bench Mockups, AFMAN 23-110, Volume 2, Part 2, chapter 22

C

Classified Property, AFM 67-1, Volume 1, Part 1, Chapter 19 and AFMAN 23-110, Volume 2, Part 2, chapter 22
Contract Maintenance, AFMAN 23-110, Volume 2, Part 2, Chapter 24
Contractual Repair, AFMAN 23-110, Volume 2, Part 2, Chapter 24
Custody Receipt Listing, AFMAN 23-110, Volume 2, Part 2, Chapter 6 and Chapter 22
Customer Service Section, AFMAN 23-110, Volume 2, Part 2, Chapter 2

D

Document Registers, AFMAN 23-110, Volume 2, Part 2, Chapter 3
DIFM, AFMAN 23-110, Volume 2, Part 2, Chapter 24
DIFM Reconciliation, AFMAN 23-110, Volume 2, Part 2, Chapter 24
Due-In (requisition), AFMAN 23-110, Volume 2, Part 2, Chapter 9
Due-Out, AFMAN 23-110, Volume 2, Part 2, Chapter 12

E

Equipment Management Code, AFMAN 23-110, Volume 2, Part 2, Chapter 27
Equipment Authorization Inventory Data (EAID), AFMAN 23-110, Volume 2, Part 2, chapter 22
Equipment Custodians, AFMAN 23-110, Volume 2, Part 2, chapter 22
Excess Property, AFM 67-1, Volume 3, Part 2, Chapter 9

F

File Maintenance, AFMAN 23-110, Volume 2, Part 2, chapter 22
FAD, AFMAN 23-110, Volume 2, Part 2, Chapter 3

G

GSA, AFMAN 23-110, Volume 2, Part 2, Chapter 5

H

Hazardous Materiel, AFM 67-1, Volume 3, Part 2, chapter 2

I

Inventory, AFMAN 23-110, Volume 2, Part 2, Chapter 20

Issues, AFMAN 23-110, Volume 2, Part 2, Chapter 11

Issue - Mark for Field, AFMAN 23-110, Volume 2, Part 2, Chapter 11

Initial Issues, AFMAN 23-110, Volume 2, Part 2, Chapter 11

J

Joint Use WRM, AFMAN 23-110, Volume 2, Part 2, chapter 22

L

Local Manufacture, AFMAN 23-110, Volume 2, Part 2, Chapter 11

Local Purchase, AFMAN 23-110, Volume 2, Part 2, Chapter 9

M

Management of Government Property in Possession of the Air Force, AFR 20-14 (to be replaced by AFI 23-111)

MASS, AFMAN 23-110, Volume 2, Part 2, Chapter 17

O

Office Furniture, AFMAN 23-110, Volume 2, Part 2, chapter 22

Organization Codes, AFMAN 23-110, Volume 2, Part 2, Chapter 3

Organization Identification Code, AFMAN 23-110, Volume 2, Part 2, Chapter 3

Organization Transfer to DRMO, AFMAN 23-110, Volume 2, Part 2, Chapter 15

P

Property Accounts, AFR 20-14 (to be replaced by AFI 23-111)

Public Property, Pecuniary Liability, AFR 20-14 (to be replaced by AFI 23-111)

R

Receipt for Property from DRMO, AFMAN 23-110, Volume 2, Part 2, Chapter 18

Rental Equipment, AFMAN 23-110, Volume 2, Part 2, chapter 22

Repair Cycle, AFMAN 23-110, Volume 2, Part 2, Chapter 24

Requisition Priority, AFMAN 23-110, Volume 2, Part 2, Chapter 9

S

Standard Base Supply System, AFMAN 23-110, Volume 2, Part 2, Chapter 1

SRD, AFI 23-106

Supply Delivery Priority, AFMAN 23-110, Volume 2, Part 2, Chapter 11

Supply Points, AFMAN 23-110, Volume 2, Part 2, Chapter 24

Sole Source, AFM 67-1, Volume 1, Part 1, Chapter 8

Special Purpose Recoverables Authorized Maintenance (SPRAM), AFMAN 23-110, Volume 2, Part 2, chapter 22

T

TCTO Kits, AFMAN 23-110, Volume 2, Part 2, Chapter 24
Tool Issue, AFMAN 23-110, Volume 2, Part 2, Chapter 23

U

UMMIPS, AFM 67-1, Volume 1, Part 1, Chapter 24
Uniform Repair and Replacement Criteria (UR/RC), TO 00-25-240, and AFMAN 23-110,
Volume 2, Part 2, Chapter 9

W

WRM, AFI 25-101
Warranty Guaranty Items, AFMAN 23-110, Volume 2, Part 2, Chapter 14
Warranty Tool Program, AFMAN 23-110, Volume 2, Part 2, Chapter 23

Z

Zero Overpricing, AFM 67-1, Volume 7, Part 4

CHAPTER 2 DOCUMENT CONTROL

SECTION A DOCUMENT CONTROL PROCEDURES

2.1. CHAPTER SUMMARY

This chapter provides the elements that comprise the 14-position document number, a description of various document registers, and an explanation of document files that are maintained.

2.2. OVERVIEW

This section covers the assignment of organizational document numbers, the purpose and use of document registers, and the maintenance of document files.

2.3. DOCUMENT NUMBER

Most of the transactions processed with Base Supply are assigned an organizational document number made up of 14 alpha and numeric characters. It is a control or reference number used to identify a specific transaction. The SBSS maintains accountability for certain categories of items after issue to the customer; for example, repair cycle items maintained on supply point and DIFM details. The customer then must use the same document number as used on the original issue request for turn-in of the like item to Base Supply. The following is an example of a document number and an explanation of the elements that make up the document number. Document number: R 672 HS 8030 0019. The R is the activity code, 672 is the organization code, HS is the shop code, 8030 is the Julian date, and 0019 is the serial number.

2.3.1. Activity code-one digit (alpha). This code identifies the method or location used by an organization to place an issue or a turn-in request with Base Supply. In some cases, it identifies the type of item; for example, bench stock and war reserve materiel.

Code	Description
B	Bench Stock (bench stock issue and turnins)
C	Contract Maintenance, In-House Repair, MDR (issues and turn-ins)
D	SPRAM (issues and turn-ins)
E	Equipment Management EAID (issues and turn-ins)
F	Organizational transfer directly to DRMO without prior processing by Base Supply (see chapter 4)
J	CAMS and TICARRS Issues
K	Retail Outlet Transactions (used for BSS and Tool Issue Center for issues and turn-ins)
L	Bulk Issue (BSS and individual equipment)
M	Mission Support Kit (issues and turn-ins)

P	Non-EAID equipment (issues and turn-ins of equipment items that are not accounted for on authorized or in-use detail records. Examples are transactions on aircraft AF Form 2691, Aircraft/Missile Equipment Property Record; Civil Engineer RPIE; and AF Form 538, Personal Clothing and Equipment Record. This includes EMC 1 (no in-use details required))
R	Routine Issues and Turn-Ins (including issues of EMC 1 handtools)
S	Supply Point (identifies a transaction related to operation of a supply point, both over the counter issues and turn-ins and action between the supply point and the main base account)
U	MRSP (issues and turn-ins)
X	Expedite Issues and Turn-Ins

2.3.2. Organization Code: three-digit (numeric). This code is assigned by submitting a written request from the organization commander to Record Maintenance. The purpose of the organization code is to identify the unit or subordinate activities. Base Supply assigns these codes in a specific series for each type of activity (that is, numbers 100 through 499 and 600 through 914 are locally assigned to organizations). The Base Comptroller uses these same codes to keep a record of cost data on the supplies and equipment drawn from or turned in to Base Supply.

2.3.3. Shop Code-two digit (alpha/numeric). Each organization assigns, controls, and uses this code to identify functions within that organization. Civil Engineering activities must use the standard shop codes assigned for their use (see part 2, chapter 31). For other than civil engineering activities, the only restriction placed on the assignment of these codes is that they cannot be duplicated within the same organization.

2.3.4. Julian Date. This is the standard Julian date; for example, Julian date 0030 is the 30th day of 1990 or 30 January 1990. It shows the date the document serial number was assigned.

2.3.5. Serial number. Starting with 0001 or other predesignated number for each activity code.

NOTE: Customers must not assign either the Julian date or serial number--Base Supply personnel does this.

2.4. DOCUMENT REGISTERS

A document register provides a record of each document number used by an organization, identifies the shop that originated the transaction, and shows the action taken on the request. Organizations use two types of document registers.

2.4.1. Daily Document Register (Report D04). This register is a tool used to review all transactions affecting accounts, to ensure issue requests with specific document numbers are processed through the SBSS, to determine when Supply has not processed issues, and when documents are missing. The listing is in document number sequence and contains monetary totals by organization. Base Supply prepares and distributes the D04 in four copies. Base Supply files copy one in their Document Control and sends the customer copies two and three. The distribution of copy four is determined locally. Some bases give copy four to separate shops and offices in customer organizations.

2.4.2. Organization Document Register. This register is made up of handwritten DD Forms 1348-1/1A used for organizational transfers of scrap directly to the DRMO without prior processing by the SBSS. This file is only for activity code F document numbers. On shipments to DRMO, the customer will receive copy two of the DD Form 1348-1A signed by the DRMO to be filed (in document number sequence) as additional support with the copy signed by the TMO. The customer or organization needs to maintain the copy signed by the TMO as proof of delivery.

2.5. DOCUMENT FILES

2.5.1. Supply Transactions. Organizations must set up a suspense file for all documents on which action has not been completed. When the transaction appears on the Daily Document Register (D04), take the suspense document from the file and destroy it.

2.5.2. Equipment Transactions. See chapter 8.

2.5.3. Transfers to DRMO. If Base Supply furnishes the organization with their own block of document serial numbers for direct transfers to DRMO, then the organization will keep all completed (signed) documents in document number sequence for 1 year, then dispose of them as explained in AFMAN 37-139, Disposition of Air Force Records, 67-series tables. If the organization obtains serial numbers through the Base Supply central call-in point on a case by case basis, then return the completed forms to the Base Supply activity that furnished the document number.

2.5.4. SPRAM Transactions. See chapter 9.

CHAPTER 3 ISSUE PROCEDURES

SECTION A ISSUE PROCEDURES

3.1. CHAPTER SUMMARY

This chapter explains how to obtain expendable supplies from Base Supply. Expendable supplies are those that are consumed in use or those that lose their identity when attached to another assembly. Expendable items are those with an expendability, reparability, cost designator of XB(X), XF(X), or XD(X). This chapter also describes the Air Force policy pertaining to ordering and using recycled products. See chapter 8 for the procedures to process equipment items.

3.2. REQUESTING SUPPLIES

3.2.1. Methods of Submission. Request expendable supplies using the radio, telephone, intercom, teletype, mail, in person, or any other medium available. Use an AF Form 2005, Issue/Turn-in Request, to order supplies. (Base Civil Engineering people may also use an AF Form 1445, Materials and Equipment List.) Use a DD Form 1348-6 (Non-NSN Requisition Manual) for local purchase requests.

3.2.2. Issue Requests. Issue requests for supplies, bench stock, supply point items, equipment, etc., are sent to the following Base Supply Sections/Elements:

3.2.2.1. For supplies, Demand Processing

3.2.2.1.1. Expedite call-in point (delivery priority 01-04 and all UJC A and B requests)

3.2.2.1.2. Routine call-in point (other than delivery priorities 01-04 and UJC A or B requests)

NOTE: As stated in chapter 1, many base COS have decentralized issue request processing into customer organizations. When this is the case, submit requests to them

3.2.2.2. For replenishment bench stock fills, Bench Stock Support

3.2.2.3. For issues of supply point items, Repair Cycle Support

3.2.2.4. For equipment items, Equipment Management

3.2.2.5. For those items not covered in paragraphs 3.2.2.1 through 3.2.2.4 above, Retail Sales, IEE, or the BSS. This applies to off-base organizations only.

3.3. PRIORITY SYSTEMS

Base Supply personnel use two different priority systems when responding to customer's supply needs.

3.3.1. Delivery Priority. Base Supply personnel use delivery priorities which are the same as maintenance repair priority designators. The customer enters the delivery priority on the issue requests to show the maximum time that may elapse from the time Base Supply receives the request until the materiel is delivered and the customer receipts for it. See attachment A-1 for these designators, rules for their use, and maximum delivery times.

3.3.2. UMMIPS. The Air Force uses the UMMIPS to process requisitions. See chapter 1 for information on UMMIPS. Commanders or their designated representatives determine the relative urgency of need, and Base Supply personnel use that priority designator when processing requisitions to sources of supply (depots) or to Base Operational Contracting for local procurement.

3.3.2.1. Two factors determine the off-base requisitioning priority--the UJC which is determined by the customer, and the FAD which is assigned to your organization in the classified USAF PD. Quarterly, the Air Staff updates the PD and forwards it to the bases. Base Supply personnel load this information into the SBSS computer. The result is when an organization has a FAD III assigned by HQ USAF, and a UJC "AA" request is submitted, the requisitioning priority will be 03. If your organization is assigned a FAD III, and the item needed is in direct support of any organization with a higher FAD (II), the higher FAD of that organization may be used. This equates to a requisitioning priority 02 (for UND A requests).

3.3.3. Use of Priority Designators. High priority issue requests inflate the overall costs of assets by increasing their transporting and handling costs. To minimize these costs, make sure the UJC assigned is relative to the actual need. As stated in chapter 1, you, the customer, and your commander bear ultimate responsibility for properly assigning and validating priority designators according to AFRs 20-14 (to be replaced by AFI 23-111) and 27-1. So, be ready to explain the use of UND A or B. Misuse of priority designators adversely affects the integrity of the supply system, wastes resources, and degrades the overall supply support you receive.

3.4. ISSUE REQUEST SUBMISSION

Normally, the customer uses an AF Form 2005 for requesting supplies. When a request is called in, Base Supply personnel prepare the input and provide the customer with the Julian date and serial number. The customer enters this information in the applicable block of the suspense AF Forms 2005 or 2413, or any other control register being used pending receipt of the D04, Daily Document Register. When the customer takes the AF Form 2005 to Base Supply or the applicable processing point, Base Supply personnel manually enters the Julian date and serial number and returns one copy to the customer for suspense. The customer must provide certain information regardless of whether the request is called in or handcarried. (See attachment A-2 for instructions.)

3.4.1. Name of requesting individual and telephone number

3.4.2. Delivery destination

3.4.3. NSN. If a NSN is not available, give the manufacturer's part number and T.O. reference. If the item is not listed (a NSN is not available), provide a DD Form 1348-6, DOD Single Line Item Requisition System Document. See attachment A-3 for instructions.

3.4.4. T.O., figure, and index (for part number requests)

3.4.5. Part number and the CAGE code

3.4.6. Unit of issue

3.4.7. Quantity required

3.4.8. Organization and shop code

3.4.9. Demand code (see attachment A-5). Submit a letter of initial issue when requesting initial issue of a repair cycle item (ERRCD XD2 or XF3) (demand code I). Obtain the commander's signature on the request and forward it to Supply's Combat Operations Support Flight. Send a copy of the initial issue letter for COMSEC assets (when the MMC is equal to CS or CA) to HQ AFCSC/LMMI, San Antonio, Texas 78243-5000.

3.4.10. FAD. Normally, this is left blank. Base Supply has already assigned the FAD you are authorized in the USAF PD to your organization record; therefore, the SBSS computer will automatically assign the FAD to your issue request and the subsequent requisition. If the required item is in direct support of another organization with a higher FAD, enter that organization's FAD as an override on that individual issue request. Do not use FAD override procedures for routine administrative or janitorial support.

3.4.11. Project Code. Project codes are 3-digit characters assigned by the JCS, DOD, and the military Services for identifying special projects. Project codes allow logisticians to identify Supply transactions associated with the project. Finally, project codes allow Air Force and DOD personnel to track cost data and service performance of items related to special projects, programs, exercises, and maneuvers.

3.4.12. Delivery priority. See attachment A-1.

3.4.13. UJC. UJCs are identified by two elements--the UND and type of requirement. See attachment A-6 for the correct UND assignment and attachment A-8 for the type of requirement. These two codes make up what is known as the UJC.

3.4.14. Mark-For. Use this field to identify the end item on which the item requested will be used. For instance, if you are repairing an aircraft, enter the serial number of the aircraft, the SRD, the work unit code, and the MAJCOM code in this field. The information varies considerably depending on the type of issue request. For specific information, refer to part 2, chapter 11. Base Supply personnel can also help you get the correct information.

3.4.14.1. One part of the mark-for field consists of the SRD code. SRD codes can be found in the CAMS or REMIS on-line computer systems. SRD codes are designed to identify specific weapon systems and ground C-E equipment. These codes also identify related support equipment, precision measurement equipment, trainers, and engines.

NOTE: You can find SRD codes for munitions, RPIE, and shop work in T.O. 00-20-2, attachment A-1.

3.4.14.2. In the SBSS, the SRD codes are the elements used to collect materiel usage data on specific weapon systems or end-items of equipment. Commanders, customers, and logisticians use this data during mission change processing, initial spares support list updates, and also for computing and reporting to HQ USAF how well Supply is supporting various weapons systems.

3.4.14.3. In maintenance systems, the SRD codes are used in automated management information system processing and facilitate interchange of data between the Supply and Maintenance systems.

3.4.14.4. The importance of assigning the correct SRD to issue transactions cannot be overemphasized. In no case, should an individual arbitrarily assign SRD codes. Additionally, do not use SRD ZZZ when ordering AFMC investment type items (ERRCD is XD2). Normally, Maintenance activities should use SRDs RSA, RSB,

RSC, and RSD, if no other SRD is available.

3.4.14.5. Requests for repair parts (UJC AR, BR, AO, or BO) may be submitted as fill or kill at the option of the MAJCOM. Fill or kill requests for UJC AR and BR must have the end item SRD in the project code field (positions 57-59) as the mark-for field (positions 67-80) is not edited for TEX code 4 inputs. When requests for repair parts are not submitted as fill or kill, ensure the project code field does not contain an SRD. You verify the issue request before submission; for example, valid project code, UJC, accurate mark-for, etc. If you need more specific information, see part 2, chapter 11. Requests for AFMC critical items automatically processes as fill or kill when input into the Supply computer if Supply leaves the TEX code blank or if they use TEX code 4.

3.4.15. Nomenclature. Enter a meaningful nomenclature.

3.4.16. MICAP Reportable Items. If the requirement is for a MICAP reportable item, give the type, model, series, and serial number of the equipment.

3.4.17. First-Time Request. If the item is a first-time request, the requesting individual, with the assistance of the Materiel Control (where established and if necessary), determines whether the requirement is recurring or nonrecurring. If the need is a recurring one, and it is determined that an adjusted stock level is required, submit an AF Form 1996, Request for Adjusted Stock Level, Stock Control. Supply Control uses the AF Form 1996 to establish a minimum supply level to ensure assets are on hand to satisfy anticipated operating requirements (see attachment A-6). See paragraph 3.19 for additional information on adjusted stock levels.

3.4.18. Stock Fund Accounting. As mentioned earlier, you normally process requests for supplies and equipment through Base Supply. You cannot use AF Form 9, Request for Purchase, to purchase supply or equipment items managed by the COS. O&M funds are used to reimburse the Air Force Stock Fund when an item is issued. These funds may not be used as a means for circumventing stock fund accounting. If local purchase is authorized, process the requests through Base Supply using a DD Form 1348-6. Use AF Form 9 when a deviation is specifically authorized in AFM 172-1 (AFI 65-601), volume I, when specifically defined in AFM 67-1 such as for nonmission support periodicals for day rooms (See part 2, chapter 9).

3.4.19. Base-funded equipment items (ERRC NF) (entered in block I on AF Form 2005, if applicable). If item requested is a base-funded equipment item (ERRC NF), then either "MEMO" or "FIRM" has to be provided. "MEMO" indicates organizational funds are unavailable but a due-out needs to be established to show the requirement. "FIRM" indicates organizational funds are available and assets will be requisitioned at the time the due-out is created.

3.5. ISSUES OF ADMINISTRATIVE AND JANITORIAL SUPPLIES AND HANDTOOLS FROM THE BASS

Customers shopping in the BASS select their items from storage locations and go to the checkout counter in the store. The BASS clerk validates the customer's authority to shop in the BASS, his/her authority to purchase the selected items, and scans the bar code of the item(s) which creates a sales document. The BASS clerk then asks the customer to verify and sign a Retail Sales Store Transaction Document. The sales document shows the customer's name, organization, organization and shop code, date of purchase, the national stock number, nomenclature, unit of issue, quantity purchased, extended cost, a document number, lists all purchases, and provide a total cost. The customer is given the second copy of the Retail Sales Store Transaction Document.

3.6. BENCH STOCK SUPPORT

Bench stock is generally made up of low cost, expendable items with ERRCD XB3 which, due to regular use, are moved to the point of use before actual need. Items placed on bench stock will be determined according to the guidelines in part 2, chapter 25. Organizations may request items to be added to their bench stock at anytime by annotating the M04 listing or submitting a letter to the BSSS. The organization identifies the items required and the recommended level. The main advantage of this system is that items are available to the user within the work area.

3.6.1. Setting Up a Bench Stock. Setting up a bench stock is a joint effort between the organization and Base Supply. The supported activity will coordinate with the BSSS to establish a bench stock, set the approved maximum dollar threshold, and identify the bench stock location. Contact Base Supply to load, change, or delete bench stocks or bench stock authorizations.

3.6.2. Establishing Maximum Dollar Threshold. The maximum dollar threshold must be established prior to loading an organization bench stock. The supported organization commander will submit a letter to the Chief of Supply to request a maximum dollar threshold be established for unit price on bench stock details. The maximum dollar threshold may vary from organization to organization and is at the discretion of the supported organization commander. Some considerations for that decision should include: Proximity to the main supply warehouse where the stock is kept, cost of the items and the levels desired, frequency of the demand for the items, and mission impact if the items are not readily available. The BSSS will maintain the letters as long as the organization is authorized a bench stock. The applicable Group Commander's approval is required in order to exceed the established maximum dollar threshold for any item. The BSSS will maintain deviation approval letters in file as long as the dollar threshold for the items exceed the current approval maximum dollar threshold for that organization.

3.6.3. Bench Stock Document Number. Supply assigns a 14-digit-document number to each item authorized on the bench stock. Both the customer and Supply use the document number for all Supply actions (such as replenishment or turn-in). Bench stock document numbers are formed in the following way:

3.6.3.1. Activity code--1 digit (always B, this code is assigned to all bench stock transactions)

3.6.3.2. Organization code--3 digits (identifies the applicable organization)

3.6.3.3. Shop code--2 digits (identifies the applicable shop)

3.6.3.4. Date of last demand--4 digits (This changes each time there is a replenishment action.)

3.6.3.5. Item number--4 digits (an item number beginning with 0001 for each shop code assigned by supply for all items as they are established)

3.7. BENCH STOCK RESPONSIBILITIES

3.7.1. The Responsibilities of the Supported Activity. The supported activity is responsible for preparing and maintaining shadow boards, providing adequate storage facilities (including bins for the bench stock), maintaining and safeguarding bench stock resources, setting up local controls to secure sensitive items, flagging bench stock items with a red indicator (when the bin has 50-percent or less of the authorized quantity), establishing controls to ensure shelf-life assets are used before the expiration date, and making maximum use of containers such as cardboard boxes, paper bags, pouches, etc., for reuse/recycle.

NOTE: At the option of the COS and the supported organization, the unit bench stock monitor may input routine bench stock replenishment requests over a remote terminal as soon as the 50-percent or below level is reached. When this option is exercised, the customer may waive the weekly walk through.

3.7.2. Responsibilities of the BSSS. The BSSS is responsible for conducting a weekly walk-through of each bench stock, checking flagged items and replenishing out of stock items or those expected to be out of stock before the scheduled date of the next inventory, conducting monthly inventories of bench stocks and refilling bins that are 50-percent or less of the authorized level, delivering and binning material for all on-base bench stocks (see paragraph 3.7.3 for exceptions), labeling all bins, turning in all excess and deleted stocks, and making maximum use of containers such as cardboard boxes, paper bags, pouches, etc., for delivering bench stock items for reuse/recycle.

NOTE: The BSSS can waive the weekly walk-through requirement when the option in paragraph 3.7.1 above is taken. When this is the case, the BSSS will develop local procedures and provide routine bench stock replenishment issue request processing and terminal training.

3.7.3. Organizations assuming BSSS responsibilities. There are instances when BSSS responsibilities are assumed by the supported activity. For example:

3.7.3.1. When access restrictions apply (secure area, etc.) or when authorized by the Logistics Group Commander (or equivalent), the COS and commander of the supported unit may agree to allow the supported activity to assume BSSS responsibilities specified above.

3.7.3.2. Unless specifically included in a joint tenancy agreement, or some specific directive, the BSSS will not perform walk-throughs, inventory, deliver or bin property bench stock assets to off-base organizations.

3.7.3.3. When the customer assumes the bench stock servicing requirements, he/she calls in cycle replenishment needs to the BSSS. After making the call, he/she annotates the customer's AF Form 465, Bench Stock Inventory, with the date of the call and person contacted. This form is then filed in date sequence. The supported activity screens the Daily Document Register (D04) to make sure issues for each line item are processed.

3.7.4. If stock of an item is exhausted between the weekly walk-throughs, and no due-outs exist, the customer can call in routine fill requests for empty bins to the BSSS. The COS, in coordination with the supported customer, determines the method for satisfying urgent bench stock requirements.

3.7.5. When it is determined an adjusted stock level is required on a bench stock asset, a customer prepared AF Form 1996 is not required. Base Supply's Stock Control personnel determine if a level is required after examining the item record data and considering current stock levels, past consumption, end-item application, known mission change requirements, and the type of bench stock supported. If necessary, Base Supply personnel effect the necessary actions to adjust the levels.

3.8. BENCH STOCK ADDITIONS, DELETIONS, AND CHANGES

Request additions, deletions, and changes to bench stocks by telephone, an informal memo, formal correspondence, or the products used during bench stock reviews. The BSSS uses the Organization Bench Stock Listing (S03) to record additions, deletions, and changes. (**NOTE:** Requests for additions, deletions, or changes do not require review, approval, or justifications.) Items that are normally used in a different quantity than the unit of issue (bolts, nuts, screws, rivets, etc.), and items having a different unit of issue than the quantity unit pack (wire) should be placed on bench stock to the maximum extent possible.

3.9. BENCH STOCK REVIEWS

Base Supply will ask you, the customer, to review items authorized on your bench stock using the Monthly Bench Stock Review (M04) and the S04 Semiannual Review programs. Base Supply provides the using organization with the consumption history of the items for possible addition, deletion, or change to bench stock and those items with no demands in the past 270 calendar days. These serve as candidates for deletion; however, the using organization determines if deletion is appropriate. The shop supervisor signs the S03 listing to certify that the items and quantities reflected are correct and returns a signed copy to the BSSS.

3.10. SUPPLY POINTS

3.10.1. Purpose. The purpose of supply points is to make assets readily available to the using activity. Supply points are set up in coordination with Mission Support in the Combat Operations Support Flight and applicable Maintenance Control Officers or other appropriate organization managers. The supported organization provides enough space and the facilities to accommodate supply points. Items stocked in supply points are usually assets peculiar to the needs of the activity being supported; however, items common to more than one Maintenance function may be stocked in a supply point. Any item of supply, except equipment items (ERRCD NF, ND), is authorized to be maintained in a supply point. Expendable items (ERRCD XB3) must be approved by Mission Support. When it is determined an adjusted stock level is needed to establish/maintain an item on supply point, a customer-prepared AF Form 1996 is required. Normally, supply point personnel receive, store, and issue property.

3.10.2. List of Supply Point Items. The supported activity must send a list of items to be placed at the supply point to the Combat Operations Support Flight. The following information is required: Stock number, part number, noun, end-item application (type aircraft, vehicle), and whether a functional check or calibration is required before being stored in the supply point. A list of items stocked in the supply point is provided to the supporting materiel control and other activities, as required.

3.10.3. Supply Point Issues. All supply point issues are made at the supply point. The following information must be provided at the time of issue: Stock number, quantity required, and organization and shop codes.

3.11. AMMUNITION PROCEDURES

Submit all ammunition requirements to the munitions supply account (FK). AFM 67-1, volume 1, part 1, chapter 20, and AFMAN 23-110, volume 2, part 2, chapter 33, give procedures for requisitioning, storing, and safeguarding ammunition.

3.12. CIVIL ENGINEER RESPONSIBILITIES AND PROCEDURES

Civil Engineers use the procedures in part 2, chapter 31, to get supplies and equipment from Base Supply.

3.13. LOCAL MANUFACTURE OF ITEMS CODED FM

Make requests for these items according to this chapter. If the nomenclature has SA (sample available) in the first two positions, the responsible Maintenance activity has the data needed to make the item. If the nomenclature shows SR (sample required), the specifications, drawings, sketches, or samples must be sent with the request. If expected future needs are large enough, the items may be stocked in Base Supply.

3.14. REQUEST FOR NON-NSN LOCAL PURCHASE ITEMS

Submit requests for items that do not have an NSN (non-NSN) on DD Form 1348-6. Attachment A-4 gives instructions for filling out this form. To help Base Supply and the Base Contracting Office get needed items, give the best possible information about the item. Do not use detailed drawings, blueprints, or MIL standards if commercial, off-the-shelf products are acceptable and less expensive. Provide estimated item prices, allowable tolerances for these prices, and suggested sources. If the item being requested is or contains hazardous or potentially hazardous material, Base Bioenvironmental Engineering must approve the item for use before you submit your request to Supply Base. See attachment A-9.

3.15. BRAND NAME/SOLE SOURCE REQUIREMENTS AND USE OF RECYCLED PRODUCTS

3.15.1. Brand Name Procurement. A requirement for brand name procurement exists when only one manufacturer's item fills a customer's needs. With the DD Form 1348-6, the customer must provide, in writing, the technical reasons that competitive procurement cannot be used. Brand name procurement does not necessarily mean sole source. A brand name may be provided to identify the type of item desired. If it is provided as an example only, the words "or equal" may be used, and a letter of justification is not required.

3.15.2. Sole Source Procurement. A requirement for sole source procurement exists when only one source can be used to get the needed item or a suitable substitute. The customer must state, in writing, why the needs can only be satisfied from one source. This justification must include the technical needs to be filled. The Item Research function of Demand Processing checks commercial catalogs and GSA Federal Supply Schedules in addition to the normal research and certifies that no other source can be found. If sources are found, the DD Form 1348-6 must be annotated to show the other sources.

3.15.3. Recycled Products. Air Force requires use of products containing recycled materials, when they are available. Customers are responsible for ordering and using recycled products except when those products do not meet minimum quality standards for their intended use. When original material procurement is required, customers must include a letter of justification specifying the technical or mission requirements which precludes the use of recycled materials. Original material items will not be stocked in Supply, and they will only be requisitioned on a non-recurring basis. For example, the potential for enormous savings exist in recharging certain toner cartridges as they become empty versus purchasing new ones. The advantages of recharging cartridges is the cost-savings due to recycling. Many cartridges can be recharged five to ten times. The Federal Supply Services has a list of contracts for recharging toner cartridges for various copiers and laser printers. Installations may also enter contractual agreements with local firms that are not on the list, if it is more advantageous.

3.15.3.1. Local procedures may be used to allow individual units to set up a contract for the installation.

3.15.3.2. Local procedures may be used to allow individual units to use AF Form 9, to get the required work accomplished.

3.15.3.3. Customers are encouraged to use recharged toner cartridges as much as possible.

3.15.4. Coding. All requests for brand name/sole source and original material items must be coded nonrecurring so they will not be stocked in Base Supply. If there is a continuing need for the item, and a suitable substitute cannot be found, ask Base Supply to initiate an AF Form 86, Request for Cataloging Data/Action, to have a stock number assigned to the item.

3.15.5. Justification. To comply with the Federal Acquisition Regulations, a separate justification must be made to the Base Contracting Office for brand name/sole source and original material items requisitions. The customer is responsible for preparing any technical requirements of the justification.

3.16. REQUIREMENTS FOR ITEMS IN THE DRMO

3.16.1. Access to DRMO. Direct mission organizations that need access to the DRMO facilities to screen excess or surplus property may be admitted after presenting a current employee or military identification card. Non-mission organizations, such as special services or nonappropriated fund activities, must submit written requests for access to the DRMO according to current DOD and Air Force Directives (DOD Manual 4160.21-M, Defense Utilization and Disposal Manual, chapter 9, paragraph B; and volume 6, part 1, chapter 5, section B). For withdrawal of accountable equipment items, process a request through Base Supply. When needed property is available in DRMO, get in touch with Stock Control of the Materiel Management Flight of Base Supply. Stock Control takes action to get the request approved and processed.

3.16.2. Release of Property. DOD policy requires that the DRMO release property only to individuals who provide the DRMO with an authorized requisition document (DD Form 1348-1A) prepared and authenticated by certifying Base Supply personnel. (See part 2, chapter 9, for additional information.)

3.17. REQUEST FOR PURCHASES FROM REGIONAL GSA SELF SERVICE STORES

GSA Self-Service Stores are generally used on an exception basis. Normally, these stores are used by organizations in close proximity or for emergency requirements. Organizations are normally required to obtain office and janitorial supplies from the Base Service Store or through bench stock procedures.

3.17.1. Requirements for Use of GSA Self-Service Stores. Only personnel authorized by their commander and approved by the COS may use GSA Self-Service Stores. The customer must prepare an SF 3146, GSA Self-Service Store Shopping List/Sales Slip (typed or printed in ink), listing all items and quantities required and hand-carry it to the Supply Retail Sales Outlet for processing (Customer Service in those supply organizations that do not operate Retail Sales Outlets). The customer is required to accomplish the following during supply processing:

3.17.1.1. Present a valid governmental issue (military or civilian) ID card. The Supply clerk annotates the SF 3146 with the customer's ID card number printed on the reverse side of the ID card.

3.17.1.2. Provide telephone number.

3.17.1.3. Sign the reverse of the SF 3146 (copies 4 and 5) to certify that he/she was advised that neither additions nor substitutions are authorized. Only those items listed on the SF 3146 can be processed.

3.17.1.4. Sign an AF Form 1297, Temporary Issue Receipt, to get a GSA Self-Service Store charge card (GSA Form 1948, Retain Service Shipping Plate).

3.17.2. Customer Responsibilities. When an authorized shopper goes to the GSA Self-Service Store, he/she must comply with all GSA shopping procedures and requirements. As a minimum, the customer is required to:

3.17.2.1. Show a valid governmental (military or civilian) ID card, GSA Self-Service Store charge card (GSA Form 1948) and a properly prepared and approved SF 3146.

3.17.2.2. Post the prices in the proper space on the SF 3146 while shopping.

3.17.2.3. Present supplies, completed SF 3146, Self-Service Store charge card, and a valid governmental (military or civilian) ID card at the time of checkout.

3.17.2.4. Make sure the GSA clerk imprints the SF 3146 with the Self-Service Store charge card.

3.17.2.5. Obtain copy four of the SF 3146 and the cash register sales tape. Return these and the GSA Form 1948 to the Base Supply Base Service Store.

3.18. REQUEST FOR marginally PUNCHED CONTINUOUS FORMS

When forms are stock listed and GSA is the source of supply, requests for marginally punched continuous forms are processed through Demand Processing, using standard MILSTRIP procedures. If forms are not stock listed or normal UMMIPS time frames are inadequate to support your urgency of need, submit your requirements directly to the servicing reprographics office (DAR), using DD Form 843, Requisition for Printing and Binding Services.

3.19. ADJUSTED STOCK LEVELS

3.19.1. Effective Use of Adjusted Stock Levels. Adjusted stock levels are a means of adjusting base stock levels where past use may not be the best predictor of future needs. Some examples of these are 1) increases or decreases in flying programs, 2) special projects, or 3) support of emergency standby equipment. When used wisely, adjusted stock levels are valuable tools in effectively supporting operational activities. When abused, the overall ability of Base Supply to provide effective support is degraded. Effective use of the adjusted stock level capability depends on the combined judgment of Base Supply and the user.

3.19.2. Requesting and Validating Adjusted Stock Levels. Use AF Form 1996 to request an adjusted stock level. Attachment A-7A gives instructions for filling out this form. When requesting adjusted stock levels, the user must provide complete detail justification. For example, the justification must explain how the adjusted stock level quantity was calculated whenever it is greater than one. Furthermore, it is essential that maintenance and supply managers, involved in this process, thoroughly review the narrative justification of requests for adjusted stock levels. It is important that only valid adjusted stock levels be established to prevent waste of critically needed funds and resources. The original AF Form 1996 is maintained on file throughout the life of the adjusted stock level. As specified in part 2, chapter 19, section B, the requesting agency maintains the AF Form 1996 for base-initiated special levels. The COS maintains the AF Form 1996 for all other levels. The user validates all approved levels every 2 years. Stock Control personnel send a list and instructions for conducting the validation to the user. As part of the validation process, it is extremely important that the user thoroughly evaluate each authorized adjusted stock level to determine whether or not it should be retained, revised (reduced/increased), or deleted. It is neither practical nor cost effective to maintain adjusted stock levels that are invalid. Those that are determined to be invalid, should be deleted or revised accordingly. After validation is completed, the shop supervisor signs the list and sends it back to Stock Control. For base-initiated levels, Base Supply personnel take appropriate action and return copy one of the R35 Listing to the requesting organization for filing. The requesting organization retains the certified R35 with the original AF Form 1996.

3.19.2.1. If the justification has changed or a quantity increase is requested, do not validate the existing level. The user must prepare and submit a new AF Form 1996. When the new level is approved, the old level is deleted.

3.19.2.2. If levels are no longer required, draw a line through the appropriate levels.

3.19.2.3. If a quantity is to be reduced, circle the listed quantity and enter the lower reduced quantity.

3.20. REQUEST FOR SPRAM ASSETS

3.20.1. Requests for Initial Issue. Submit requests for initial issue of SPRAM requirements (including increases to current authorizations) to the SPRAM Monitor in the EMS of Base Supply. See chapter 9 for additional information.

3.20.2. Requests for Replacement. Submit requests for replacement SPRAM assets to EMS on an AF Form 2005 or telephone the request in depending on the urgency of need. Make sure requests include project code 428, demand code R and UJC AV/BV/CV as appropriate. If the request is filled, process the reparable asset through the normal DIFM cycle using the SPRAM detail assigned document number. The new asset replaces the unserviceable SPRAM asset on the SPRAM detail.

3.21. DELIVERY OF BULKY AND HEAVY MATERIEL'S

Pickup and delivery coordinates with the organization on the delivery of bulky and heavy materiel prior to delivery. Customers are responsible for arranging the off-loading of the property from the delivery vehicle(s) and the movement to the customer use point.

3.22. IMPAC PROCEDURES

The IMPAC is issued to authorized base personnel by the Accounting and Finance Office and is used to purchase expendable supplies and low cost equipment items available through local sources.

3.22.1. Management of the Credit Card Program. The operational Contracting Office is responsible for the overall management of the credit card program.

3.22.2. Customers/Credit Card Holders Responsibility. Customers must process through Base Supply to ensure that available Supply stocks are used before additional purchases are made. Credit card holders must:

3.22.2.1. Provide Base Supply with the description of items to be purchased. Any method of submission may be used. Include the following information:

3.22.2.1.1. Part number

3.22.2.1.2. Stock number, if known

3.22.2.1.3. Requested quantity

3.22.2.1.4. Meaningful nomenclature and description for Base Supply to use to determine if the item or a suitable substitute is already available

3.22.2.2. Clearance must be obtained from Base Supply before using the credit card. Before contacting Base Supply to obtain clearance, ensure authorization has been obtained from the appropriate base agency for the following:

3.22.2.2.1. Potential Hazardous Materials--Base Environmental Engineer/Hazardous Pharmacy

3.22.2.2.2. Medical Supplies--Medical Supply Officer

3.22.2.2.3. Civil Engineering Supplies and RPIE--Base Civil Engineer

3.22.2.2.4. Communication and Computer Hardware/Software--CSRB

3.22.2.2.5. Vehicle parts (COPARS) - Vehicle Maintenance Officer

3.22.2.2.6. FSC 7610 non cataloged/non stock listed publications and all FSC 7630 periodical--Base Library

3.22.2.2.7. Other base activities as specified by applicable AS

3.22.2.3. Ensure that purchases are limited to those authorized by Base Supply.

3.22.2.4. Pick up or arrange for delivery of items from the vendor directly to the card holder.

3.22.2.5. Contact the EMS to ensure equipment items are processed through the EMS prior to purchase for establishment of equipment authorization on custodial records.

3.22.2.6. Maintain all documentation and records for credit card purchases. Base Supply is not required to maintain any documentation authorizing IMPAC purchases since the cardholder is responsible for the purchase decision.

3.22.2.7. Notify Base Supply of any credit card purchases required on a recurring basis. Base Supply will make a determination on whether the item will be stocked. If the item is stocked in Base Supply, customers will be directed to order the item through the appropriate supply section (i.e., Retail Sales, Demand Processing). If the item is recurring and not stocked in Base Supply, the customer should request authorization to purchase the item as required without contacting Base Supply for each purchase. Base Supply should provide a letter to the customer to satisfy IMPAC audit requirements.

3.23. LOCAL PURCHASE HAZARDOUS MATERIEL

This type of materiel requires control to assure safety to life and property. Inform the BEE of the Base Medical Service that potential hazardous materiel is being procured. Accordingly, first-time requests for items that meet the criteria for hazardous or potential hazardous materiel must be approved by the Base Bioenvironmental Engineer. The request must be approved by BEE before submitting the DD Form 1348-6 to Base Supply for processing. (See attachment A-9 for a list of local purchase hazardous materiel identification.)

3.24. UNIT PRICE/EXTENDED PRICE

3.24.1. The unit price indicates the cost or value of one unit of issue of an item and is expressed in dollar and cents on the DD Form 1348-1A. The cents are the last two digits of the unit price. The exception is the unit price for items issued from fuels accounts is expressed in dollars, cents, and mills.

3.24.2. Extended Price. The extended price indicates the total cost or value of the total number of units that is issued and is expressed in dollars and cents on the DD Form 1348-1A. The cents are the last two digits of the extended price.

ATTACHMENT A-1. SUPPLY RESPONSE PRIORITY AND MAINTENANCE REPAIR PRIORITY DESIGNATOR

PURPOSE

To provide a list of Supply response priority and maintenance repair priority designators, their definitions, and the supply response time allowed for each priority designator.

DESIG- NATOR	DEFINITION	SUPPLY RESPONSE TIME
1	Aerospace vehicles on alert status, war plan or national emergency missions, including related AGE, munitions equipment, and CEM equipment. CEM systems or equipment including associated AGE supporting alert, war plans, or national emergency requirements.	ASAP, but NLT 30 minutes
2	Primary mission air vehicles, missile support aircraft, air launched missiles, and related AGE, munitions, munitions equipment, and CEM equipment for the first 8 hours after landing or start of recovery or within 6 hours of a scheduled launch, alert, or test flight, and during simulated generations. Air evacuation, rescue, and weather mission aerospace vehicles and related AGE, munitions, munitions equipment, and CEM equipment. All transient tactical and tactical support aircraft. Transient tactical and tactical support aircraft. Primary mission CEM systems or equipment, including associated AGE, when repair is impacting mission accomplishment. Flight or missile crew training simulator or other training equipment related AGE requiring repair, which is impacting the mission by preventing or delaying student training.	

Primary mission air vehicles, missile support aircraft, engines, air launched missiles and related AGE munitions, munitions equipment, and CEM equipment undergoing scheduled or unscheduled maintenance. Transient air vehicles not otherwise listed.

Administrative aircraft within 8 hours of scheduled flight or on alert status with standby crews.

Time change requirements for nuclear weapons.

Scheduled and unscheduled maintenance of munitions that would prevent or delay mission accomplishment, if not performed. PME requiring emergency repair or calibration, the lack of which will prevent or delay mission accomplishment. Spares not available in supply. (Applies to selection of Maintenance repair priority designator only.)

Critical end-item and reparable spares or supply designated "priority repair" spares. Routine maintenance of aircrew or missile training simulators, other training devices, or related AGE sites.

Overdue scheduled maintenance to include periodic inspections, delinquent routine TCTO and MCL, and other time change items.

Primary mission CEM systems or equipment including associated AGE when repair will not impact mission accomplishment.

Alternate equipment provided to ensure uninterrupted operation of primary mission equipment.

AGE requiring emergency repair or calibration, the lack of which will delay or prevent mission accomplishment.

Reparable spares when like serviceable spares are not available in Supply.

All base emergency vehicles, aircraft fuels servicing vehicles, alert vehicles, 463L loading vehicles, and crash or fire vehicles deadlined for parts conditions.

ASAP, but
NLT 1
hour

4	<p>Routine or extensive repair of primary air mission and related AGE and repair cycle assets.</p> <p>Administrative aircraft undergoing scheduled or unscheduled maintenance.</p> <p>Routine maintenance of AGE, not otherwise listed above.</p> <p>WRM items due maintenance or inspection.</p> <p>Inspection, maintenance, and TCTO compliance of MSK or MRSP materiel.</p> <p>Extensive repair of aircrew or missile training simulators, other training devices, or related AGE.</p> <p>Inspection, maintenance, and TCTO compliance of munitions and munitions equipment, excluding spares excess to base requirements not listed above.</p> <p>Scheduled calibration and unscheduled repairs on PME not listed above.</p> <p>Scheduled maintenance to include periodic inspections, routine TCTO, MCL, and time change items.</p> <p>Primary mission CEM systems or equipment including associated AGE undergoing extensive repair or modification.</p> <p>Repair of other CEM systems or equipment including associated AGE.</p> <p>Repair of CEM repair cycle assets.</p> <p>WRM items due maintenance or inspection.</p> <p>Repair and calibration of AGE not included above.</p> <p>Routine or extensive repair or modification of training equipment and related AGE not scheduled for instructional use within the next 8 hours.</p> <p>Scheduled calibration and unscheduled repairs on PME not listed above.</p> <p>Base vehicles. All VDP conditions except for ambulances, crash or fire trucks, and aircraft refueling vehicles.</p>	<p>ASAP, but NLT 4 hours (see Note 1)</p>
5	<p>Nontactical or nonprimary-mission aircraft undergoing extensive repair.</p> <p>Fabrication and repair of aeronautical items not carrying a higher priority.</p> <p>Bench stock requirements.</p> <p>Extensive repair of aircrew training devices.</p> <p>Time change requirements not listed above.</p> <p>Routine repair of missiles, AGE, and RPIE, including repair cycle assets.</p> <p>Alternate and other CEM systems or equipment, including associated AGE undergoing extensive repair or modification.</p> <p>Clearing routine delayed discrepancies on training equipment or AGE, and routine maintenance which will not impair or affect mission accomplishment.</p> <p>Equipment requirements.</p>	<p>ASAP, but NLT 8 hours</p>

6	Fabrication and repair of nonaeronautical items.	ASAP, but NLT 12 hours (see Note 1)
7	Spares excess to base requirements.	None established (see Note 1)

NOTE 1: Delivery vehicles will not be dispatched solely for the purpose of meeting the specified Supply delivery times, but all deliveries for these priorities will be not later than the end of the next duty day.

NOTE 2: Job Control will determine priority between aerospace vehicles or equipment with the same Maintenance repair priority in relation to scheduled utilization time.

NOTE 3: Normally, the Maintenance repair priority and Supply delivery priority are identical; however, the Maintenance Control Supervisor may authorize the use of a less responsive Supply delivery priority when the time or date for a part does not justify the delivery time specified. Furthermore, delivery time ends when the materiel is presented to the customer or organization for signature--it DOES NOT include time required to locate personnel to accept the materiel or time required for a customer to in-check or log-in.

NOTE 4: Administrative aircraft assigned to the 63rd MAW will carry the same priority as primary mission aircraft.

NOTE 5: During emergency war order or operational exercises, the preplanned maintenance flow determines job sequence

ATTACHMENT A-2 UND, FAD, AND SUPPLY PRIORITIES

A2.1. PURPOSE

To illustrate the UND and FAD relationship and how the off-base requisitioning priority is determined.

Figure A2.1. UND, FAD, and Supply Priorities

Urgency of Need Designator						
F A D						
				Supply Priorities		

ATTACHMENT A-3 SAMPLE AF FORM 2005, ISSUE/TURN-IN REQUEST

Figure A3.1. Sample AF Form 2005, Issue/Turn-In Request

ISSUE/TURN-IN REQUEST	TRIC							DEL DESI TOTAL REQ							RE							A. INCHECKER, NAME, DATE (TINI)																												B. INSPECTOR, NAME-STAMP, DATE (TINI)																																																																				
	1 2 3							4 5 6							7																																																																																																							
	REQUESTER, TIME & DATE (ISU)																																																																																																																					
	STOCK NUMBER																						UNIT OF ISSUE							QUANTITY									C.																												DOCUMENT NUMBER														DND																																					
	NSC							NIIN															ADDN																																			ACT							ORG							SHOP							DATE							SER. NO							DND																									
	8 9 10 11							12 13 14 15 16 17 18 19 20															21 22																																			30 31 32 33							34 35							36 37 38 39							40 41 42 43							44																																
	PART NUMBER																																																																																																																					
	D. PART NUMBER/MGFR CODE OR NAME/REMARKS																						E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY																																																																																															
	WORK ORDER														TEX COME PAD							WS							PROJECT							PRI							REQ DEL DATE							UJC							MARK FOR																												F. T.O. PSC AND/OR ERRC																																	
	SHIP TO														51 52 53							54 55 56							57 58 59							60 61							A1							CY END CODE							DOCUMENT NUMBER																												POST/POST																																	
45 46 47 48 49 50														52 53																																			62 63 64							65 66							67 68 69 70							71 72 73 74							75 76 77 78							79 80																																		
G. TIME & DATE OF DELIVERY														H. DELIVERY TIME														I.														J. NOMENCLATURE																																																																												

AF FORM JUN 83 2005 PREVIOUS EDITION WILL BE USED. ☆ U.S. GOVERNMENT PRINTING OFFICE: 19A4-443-373

ATTACHMENT A-3A INSTRUCTIONS FOR PREPARING AF FORM 2005, ISSUE/TURN-IN REQUEST

A-3A.1 PURPOSE

To provide instructions for preparing AF Form 2005, Issue/Turn-in Request (See Attachment A-3, sample AF Form 2005).

POSITION

NUMBER	ENTRY
Block A	Name of requesting individual and telephone number.
1-3	TRIC
4-6	Delivery destination.
8-22	NSN. If a NSN is not available, give the provide a DD Form 1348-6, DOD Single Line Item Requisition System Document (see attachment A-4 instructions).
Block E	Technical order, figure and index. Part number and the CAGE code.
23-24	Unit of issue.
25-29	Quantity required.
31-33	Organization and shop code.
44	Demand code (see attachment A-5). Submit a letter of initial issue when requesting the initial issue of a repair cycle item (ERRCD XD2 or XF3) (demand code I).
53	FAD. Normally, left blank. Base Supply has already assigned the FAD you are authorized in the USAF PD to your organization record, so the SBSS computer will automatically assign the FAD to your issue request and the subsequent requisition. If the required item is in direct support of another organization with a higher FAD, enter that organization's FAD as an override on that individual issue request. Do not use FAD override procedures for routine administrative or janitorial support.
57-59	Project code. Project codes are 3-digit characters assigned by the JCS, DOD, and the Military Services for identifying special projects. The project code also allows logisticians to identify supply transactions associated with the project.
60-61	Supply Response Priority Maintenance (formerly called delivery priority) (see attachment A-1).
65-66	UJC. Identified by two elements; the UND and the type of requirement (see attachment A-6).
67-80	Mark-For. Use this field to identify the end item on which the requested item will be used. For instance, if the item is required for an aircraft, enter the aircraft serial number, SRD, the work unit code, and the MAJCOM code in this field.
Block J	Nomenclature. Enter a meaningful nomenclature in this field

ATTACHMENT A-4 SAMPLE DD FORM 1348-6, NON-NSN REQUISITION

Figure A4.1. Sample DD Form 1348-6, Non-NSN Requisition

DOCUMENT IDENTIFIER			ROUTING IDENTIFIER				M & S	ITEM IDENTIFICATION* (NSN, FSCM/Part No., Other)															UNIT OF ISSUE	QUANTITY					DOCUMENT NUMBER								
								FSCM					PART NUMBER											REQUISITIONER													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35			
DOCUMENT NO. (Cont.)							D E M A N D	S E R V I C E	SUPPLEMENTARY ADDRESS					S I G N A L	FUND CODE		DISTRIBUTION CODE		PROJECT CODE		PRIORITY		REQUIRED DELIVERY DAY OF YEAR		ADVICE CODE		BLANK										
DATE				SERIAL																																	
36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69				
										REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)		IDENTIFICATION DATA																									
										65		66		*1. MANUFACTURER'S CODE AND PART NO. (When they exceed card columns 8 thru 22)																							
														2. MANUFACTURER'S NAME																							
3. MANUFACTURER'S CATALOG IDENTIFICATION															4. DATE (YYMMDD)										5. TECHNICAL ORDER NUMBER												
6. TECHNICAL MANUAL NUMBER															7. NAME OF ITEM REQUESTED																						
8. DESCRIPTION OF ITEM REQUESTED																									8a. COLOR												
																									8b. SIZE												
9. END ITEM APPLICATION																									9a. SOURCE OF SUPPLY												
9b. MAKE										9c. MODEL NUMBER										9d. SERIES										9e. SERIAL NUMBER							
10. REQUISITIONER (Clear text name and address)															11. REMARKS																						

DD Form 1348-6, FEB 85 Edition of Apr 77 may be used until exhausted.

DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL - LONG FORM)

ATTACHMENT A-4A INSTRUCTIONS FOR PREPARING DD FORM 1348-6, NON-NSN REQUISITION

<u>POSITION NUMBER</u>	<u>ENTRY</u>
1-3	Left blank by the initiating activity. Used by Stock Control on requisitions submitted to the source of supply. TRIC ISU is assigned by Demand Processing only if the requested item can be identified by an NSN or local stock number.
4-6	Left blank by the initiating activity. Demand Processing personnel determines and enters RI on the lower margin of the remarks block.
8-22	Left blank by the initiating activity. Stock Control personnel enters the manufacturer's code and part number. Leave this part of the form blank when the part number exceeds 10 positions or the manufacturer's code is unknown (ZZZZZ). When an NSN is known, but the Air Force is not a recorded user, enter the NSN in the remarks field, indicating the Air Force is not a recorded user.
23-24	Left blank by the initiating activity. Demand Processing personnel places the proper unit of issue in the lower margin of the remarks block.
25-29	To be completed by Stock Control personnel. Take this information from the accompanying AF Form 2005.
<u>BLOCK</u>	<u>ENTRY</u>
1	Self-explanatory.
2	Enter the manufacture's name and address if known. If more than one, enter on the reverse side of the form.
3	If applicable, enter the commercial catalog number and the date that identifies this item.
5	Enter the technical order number, figure, and index number.
6	Enter the technical manual number, figure, and index.
7	Self-explanatory.

- 8 Enter a complete description of the item, the first 19 characters being the most pertinent descriptive data recommended for stock number directory purposes. MIL-STD-12B abbreviations may be used. Use common commercial terms. Be realistic and use identifiable purchase descriptions. Continue on the reverse side of the form if this block is too small. Include the unit price, if known; otherwise, enter an estimated unit price. Answer the following when writing a commercial description:
- a. What is it? Start description with a proper noun.
 - b. What is it made of? Paper, wood steel, aluminum, plastic.
 - c. What are the critical elements? Shape, size, color, outside diameter, height, length.
 - d. What are its principal characteristics? Nontoxic, technically or chemically pure, high grade, commercial or construction grade.
 - e. What does it do? Holds, drives, separates, connects.
 - f. What type of work is it used in? Electrical, mechanical, plumbing.
 - g. How is it used? Is it mainly used by itself or with other items?
 - h. What is it used for? Indicate its use or purpose.
 - i. Where is it used? Is it a part of a complete assembly?
 - j. Is it recoverable? Can a used item be repaired economically?
- 8a Self-explanatory.
- 8b Self-explanatory.
- 9-9e Blocks 9 through 9e contain data applicable to the end-item.
- 10 Left blank by the initiating activity. The item research function personnel of Demand Processing enters the organization name and proper address. **Example:** 58 Supply Sq, Luke AFB AZ. For DD Forms 1348-6 dated before April 1977, enter this information in the remarks block.
- 11 Enter the organization identification, indicator, and telephone number. For locally procured items, the using activity is responsible for identifying safety standards, specification, constraints, or hazards. The local safety office is available to assist the organization, if needed

ATTACHMENT A-5 DEMAND CODES AND THEIR USES

DEMAND CODE	TYPE ISSUE	ASSIGNMENT
I	Initial	Used on issue requests submitted to satisfy an original shortage or installation, or to replace an item that was originally in-stalled, but was later lost. Examples are requests for items to be installed in bench test sets or mockups, or items lost in flight, fire, or crash. No turn-in of an unserviceable item is involved; nor is a DIFM control established.
C	Contractor	Used on requests from a contractor for items required Support in support of an authorized contract. DIFM control is not established on this code and should be used only when it is anticipated that a like item will not be turned in.
R	Recurring	This is the most commonly used code. It applies to day-to-day issues to an organization for normal operations when it is anticipated the item will continue to be required in the future. This code will establishes DIFM control on repair cycle assets. It is normally used when replacing a like item that is suspected to be or actually is unserviceable or one that is condemned.
N	Nonrecurring	This code is used for one-time requests for items for which no future need is expected. Nonrecurring requests include items issued to perform modification or retrofit, or to replace items in a kit with a newer item. DIFM control is established on repair cycle assets. It should be used when requesting unusually large one-time requirements that are out-of-phase with normal needs.

ATTACHMENT A-6 UND

PURPOSE

To explain the one-position A/N character used to express varying degrees of urgency when operational mission capability is jeopardized due to materiel nonavailability. It is also used by the requisitioning programs to determine priority.

UND CODE

ASSIGNMENT AND USE

- | | |
|-------------------|--|
| A | Lack of the requested item prevents mission accomplishment. This code is used for UND A requirements that do not cause a reportable not MICAP supply condition. Depending on the FAD of the requesting organization, a priority 01, 02, 03, 07, or 08 off-base requisition results if the requested item is not available in Supply. When using this code, justify its use. |
| 1

off-base | Lack of the requested item prevents mission accomplishment by causing an NMCS, ROCP, NAIOP, CCMEIP, VDP, AGEOP, ECM, ENG, NMCS, TDIOP, selected photographic equipment MICAP condition. Depending on the FAD of the requesting organization, a priority of 01, 02, 03, 07, or 08 requisition results if the requested item is not available in Supply. This code is assigned by Base Supply if the item is needed to repair a MICAP reportable end-item (see notes 1 and 2). |
| B | Lack of the requested item impairs mission accomplishment by decreasing effectiveness and efficiency. Depending on the FAD of the requesting organization, a priority 04, 05, 06, 09, or 10 off-base requisition results if the requested item is not available in Supply. When using this code, justify its use. |
| C | This code is used for stock replenishment, initial stockage of parts for new end-items, or other routine requirements that do not qualify for assignment of a higher UND. UND C is automatically assigned to all requests when a higher urgency of need is not specified. When this code is used, priority 11, 12, 12, 14, or 15 is assigned to the off-base requisition. |
| J | Lack of the requested item impairs mission accomplishment because the end-item is not fully equipped or is operating in a limited or restricted capacity. This code is assigned by Base Supply if the item is needed to repair a MICAP reportable end-item. Depending on the FAD of the requesting organization, a priority 01, 02, 03, 07, or 08 off-base requisition results if the requested item is not available in Supply (see note 2). |

/ (slash) Lack of the requested item creates a reportable battle damage condition as outlined in AFR 700-9, volume 1. This code relates to UJC AA and is used for UND A requirements when the MICAP condition was caused by hostile action. Use of this code generates a MICAP condition code M (see note 2).

NOTE 1: Refer to the SRD Table in CAMS/REMIS to determine which end-times are MICAP reportable and for their related SRD.

NOTE 2: US Air Force standard UJC is used for all non-MICAP requirements. The following applies for verified MICAP issue requests--the first position of the United States Air Force standard UJC is replaced by the SBSS MICAP UND indicator 1, J, or / (slash). These MICAP UND indicators are used by the SBSS to generate a MICAP condition code. The authorized combination of these MICAP UND indicators with the section and position of the standard UJC codes are listed in this attachment.

ATTACHMENT A-7 SAMPLE AF FORM 1996, ADJUSTED STOCK LEVEL

Figure A7.1. Sample AF Form 1996, Adjusted Stock Level

STOCK NUMBER		NOMENCLATURE				ORGN CONTROL NO.		BASE CONTROL NO.		
PART NUMBER		APPLICATION (T.O., figure and index)		SRD	PROJECT CODE	SUPPLY POINT		BENCH STOCK		
REPAIR SHOP		REPAIR SHOP CAPABILITY <input type="checkbox"/> FULL <input type="checkbox"/> PARTIAL <input type="checkbox"/> NONE		REPAIR SHOP RCT	RPC	LEVEL REQUESTED				
						MAXIMUM		MINIMUM		
DATE	ORIGINATOR			ORGANIZATION		OFFICE SYMBOL		AUTOVON NUMBER		
DATE	SIGNATURE OF APPROVING OFFICIAL (Deputy Commander for maintenance or equivalent)					OFFICE SYMBOL		AUTOVON NUMBER		
SUPPLY DATA	AS OF DATE	ERRC	UI	UNIT PRICE	ROUTING ID	BC	DEMAND LEVEL	DOFD		CUM RECUR DMD
	DOLD	MAXIMUM LEVEL		MINIMUM LEVEL		FIXED LEVEL		DO 28 CENTRAL LEVEL	ADJ DEMAND LEVEL	WRM LEVEL
	AVG % BASE RFR	NRTS		CONDEMNED		REPAIRED		O&ST	RCT	NET ADJUSTMENT
COORDINATION	DATE	SIGNATURE				APPROVE	DISAPPROVE	OFFICE SYMBOL		AUTOVON NUMBER
		FUNDS MANAGER OR EQUIVALENT								
		STOCK CONTROL OFFICER OR EQUIVALENT						AFSRAN		
		CHIEF OF SUPPLY OR EQUIVALENT						AFSRAN		
		MAJOR COMMAND						OFFICE SYMBOL		
		INVENTORY MANAGEMENT SPECIALIST						OFFICE SYMBOL		
		LOGISTICS SYSTEM MGT DIVISION						OFFICE SYMBOL		
STOCK NUMBER		NOMENCLATURE				LJC	MAX LEVEL APPROVED		MIN LEVEL APPROVED	
JUSTIFICATION										
REASON FOR DISAPPROVAL										
REVALIDATION	DATE	ORIGINATOR			ORGANIZATION		OFFICE SYMBOL		AUTOVON NUMBER	
	DATE	SIGNATURE OF APPROVING OFFICIAL (Deputy Commander for maintenance or equivalent)					OFFICE SYMBOL		AUTOVON NUMBER	
	DATE	SIGNATURE OF CHIEF OF SUPPLY (or equivalent)					AFSRAN		AUTOVON NUMBER	

ATTACHMENT A-7A INSTRUCTIONS FOR PREPARING DD FORM 1996, ADJUSTED STOCK LEVEL

A7A.1. PURPOSE

To provide instructions for preparing DD Form 1996, Adjusted Stock Level.

BLOCK	ENTRY
1-2	Self-explanatory.
3	Organization and shop code (5-digit code identifying the organization and shop requesting the adjusted stock level). For example: 323 IE.
4	Part number of requested item.
5	Technical order number, figure and index.
6	If applicable, enter the SRD of the item.
7	If applicable, enter the project code.
8	Quantity required on supply point. If not applicable, enter NA.
9	Quantity required on bench stock. If not applicable, enter NA.
10	If applicable, enter the repair shop code.
11	If applicable, enter an X in the appropriate block to indicate repair capability.
12	If applicable, enter the average in-shop repair time.
13	If applicable, enter the locally assigned number of the reparable processing center that services the repair shop.
14	Enter a maximum level to limit the quantity of the item that Supply will stock. You may want to limit the quantity stocked due to a projected phase down, seasonal requirements, or limited storage facilities.
15	Enter a minimum level to specify the minimum quantity required to support anticipated requirements. A minimum level may be needed if there has been insufficient demand experience or to ensure a minimum operating level is on hand regardless of fluctuations in demand.
16-20	Self-explanatory.

- 21-24 The approving official should be the Logistics Group Commander or equivalent. The BCE or a designated representative may approve requests for adjusted stock levels initiated by the BCE activity. The vehicle maintenance officer or superintendent may approve requests generated by vehicle maintenance activities. For maintenance activities operating under AFI 23-101, the maintenance control officer may sign the request. The organization commander will approve adjusted stock levels for munitions items when the FK account is organized under the Logistics Group Commander. For all other activities, the organization commander will sign as the approving official.
- 25 Enter complete justification to support establishment of the adjusted stock level. State the impact that the lack of the item will have on the mission if the item is not immediately available. Clearly indicate the conditions and situations that warrant the adjusted stock level. Furnish specific details as to the reason why current stock levels based on customer demands are inadequate. Reasons may include, but are not limited to the following examples: seasonal items, standby items, mission changes, modifications to existing systems, or items required to maintain integrity of matched or built up sets. For AFMC-managed recoverable items, the justification must reflect the specific reason for negotiation as outlined in AFM 67-1, volume 1, part 1, chapter 12.

ATTACHMENT A-8 UJC

A8.1. PURPOSE

To explain the two-position alpha/numeric code used on SBSS issue requests to determine the urgency of need and type of requirement (justification) as described below. Use US Air Force standard UJC for all non-MICAP issue requirements. The following applies for verified MICAP reportable end item issue requests--the first position of the USAF standard UJC code will be replaced by the SBSS MICAP UND indicator 1 or J. These MICAP UND indicators are used to generate a MICAP condition. The corresponding MICAP condition codes generated are listed below. The MICAP UND indicator is converted to the appropriate US Air Force standard UND for all MILSTRIP documents.

CON- DITION	DESCRIPTION	SBSS MICAP UND/UJC FLAG	MICAP CON- DITION CODE	USAF STANDARD URGENCY JUSTIFICATION CODES	NOTES	
NMCS	Aerospace vehicle not mission ca- pable supply (includes ICBM)	1A	G	AA -- --		
PMCS	Aerospace vehicle partial mission capable supply (includes ICBM)	JA	F	AA		
BD	Battle damage	/A	M	AA -- --		
ROCP	Radar out of com- mission for parts (equipment out of commission)	1C	K	AC BC CC		
ROLP	Radar out of com- mission for parts (equipment oper- ating in limited or restricted ca- pacity)	JC	L	AC BC CC		
NAIOP	Navigational aids in-operational (equipment out of commission)	1D	K	AD BD CD		
NAILP	Navigational aids in-operational for parts (equip- ment operating in a limited or re- stricted capacity)	JD	L	AD BD CD		

CCMEIP	Communications crypto/meteor- ological equip- ment inoperative for parts (in- cludes L sys- tems)(equip- ment out of com- mission)	1E	K	AE	BE	CE
CCMEIP	Communications/ crypto/meteor- ological equip- ment inopera- tive for parts (includes L sys- tems)(equip- ment operative in limited or restricted ca- pacity)	JE	L	AE	BE	CE
VDP	Vehicle deadlined (in-operative) for parts	1F	V	AF	BF	CF
PMCS	P-15 fire fight- ing vehicle par- tial mission ca- pable supply	JF	N	AF	BF	CF
AGEOCP	Aerospace ground equipment out of commission for parts (includes an inoperative test station seg- ment if required to repair an essen- tial asset listed in the command Miss- ion Essential Spares Listing	1G	W	AG	BG	CG
AGEOLP	Aerospace ground equipment out of commission for parts (equipment operating in lim- ited or restricted capacity)	JG	R	AG	BG	CG
ECM	Electronic warfare pod inoperative or missile or drone not mission capa- ble supply (ex- cludes ICBM)	1H	E	AH	BH	CH

MUNI-TIONS	Aerospace munitions not mission capable supply	--		AJ	BJ	--	
WS	Industrial/production in repair or manufacture of primary weapons, equipment, or supplies having a work stoppage due to the lack of materiel (See Note 1)	--		AK	BK	--	Note 1
VRP	Vital base real property facility inoperative (includes missile RPIE, fuels laboratory, and servicing facilities)	--	--	AL	BL	CL	
ENG	Aerospace engine	1M	E	AM	BM	CM	
NMCS	(applies to MICAP reportable and MICAP nonreportable engines) is not mission capable supply						
RDTP	Space research/development/test engineering project stopped for supplies	--	--	AN	BN	CN	
PMEL	Part required for repair of non-MICAP reportable items by precision measurement equipment laboratories	--	--	AO	BO	CO	
NMCS	MICAP reportable precision measurement equipment inoperative for parts (equipment out of commission)	10	W	AO	BO	CO	

PMCS	MICAP reportable precision measurement equipment inoperative for parts (equipment operating in a limited or restricted capacity)	JO	R	AO	BO	CO	
TDIOP	Training equipment--trainer cannot be used to perform any degree of it designated training objective	--	1P	G	AP	BP	CP
TDILP	Training equipment--trainer can be used but is not capable of performing all of the command training objectives due to one or more designed capabilities being inoperative	--	JP	F	AP	BP	CP
DD	Delayed discrepancy entry records	--	--	--	BQ	CQ	
AWP	Materiel required to repair unserviceable recoverable assets in the repair cycle that need parts to return them to a serviceable condition	--	--	AR	BR	--	
HWM	Materiel required to maintain health, welfare, morale, or support personnel	--	--	--	BS	CS	
WRM	Mobility kit, mobility equipment shortages, war consumables inviolate level, Harvest Eagle replacement requirements, LOGDET mobility requirements	--	--	--	AT	CT	Note 2

TCTO	Materiel required to comply with time change/time compliance technical orders	--	--	AU	BU	CU	
MEE	Initial/replacement of controlled mission equipment (including SPRAM requirements) and station set and housekeeping set items	--	--	AV	BV	CV	Note 3
WOR	Workorder requirement not otherwise described	--	--	AW	BW	CW	
EAID	Initial/replacement of EAID shortages not otherwise described	--	--	--	--	CX	
NAIRS	MICAP reportable airborne image recording and support equipment	1Y	P	AY	BY	--	
PMCS	MICAP reportable image recording and support equipment partial mission capable	JY	F	AY	BY	--	
HPMSK	Initial or replacement requirements in support of high priority mission support kits (MRSP details containing type WRM spares code F) This UJC will be assigned under program control as appropriate	--	--		1Z	--	
IJC	All requirements not otherwise described	--	--	AZ	BZ	CZ	

DC	Disease or calam- ity medical dis- aster relief sup- plies or equip- ment to prolong life in case of critical injury, fatal disease, or calamity.	--	--	--	AZ	--	Note 4
EIC	Organizational clothing to pro- vide a minimum of essential clothing to an individual.	--	--	--	BZ	--	

NOTE 1: Urgency justification code AK and BK are used only by AFMC activities with SRAN 7048 or 2180, or any SRAN within the 20 or 23 series except 2300.

NOTE 2: Submit requests for new or increased pre-positioned war reserve materiel requirements using UND C as the normal method. If an overriding operational situation justifies immediate support, the using major command may authorize the use of UND B.

NOTE 3: Use urgency justification codes AV and BV when circumstances such as unit activation, deployments, etc., dictate the use of priority requisitioning to obtain equipment and when the lack of which would prevent or impair the accomplishment of the unit's mission.

NOTE 4: Establish a FAD 3 due-out for DC requirements. UJC AZ will create a priority 03 requisition and a due-out; UJC BZ will create a priority 06 requisition and a due-out

ATTACHMENT A-9 LOCAL PURCHASE HAZARDOUS MATERIAL IDENTIFICATION

A9.1. PURPOSE

 To identify those items which fall under the criteria listed below and are possibly hazardous materiel requiring control to assure safety to life and property, according to DOD Instruction 6050.5 and Federal Standard 313B.

A9.2. IDENTIFICATION

A9.2.1. Federal Supply Classes in which all items must be identified are as follows:

FEDERAL SUPPLY CLASSES	TITLE
6810	Chemicals
6820	Dyes
6830	Gases (Compressed and Liquefied)
6840	Pest Control Agents and Disinfectants
6850	Miscellaneous Chemical Specialties
7930	Cleaning and Polishing Compounds and Preparations
8010	Paints, Dopes, Varnishes, and Related Products
8030	Preservative and Sealing Compound
8040	Adhesives
FSG 91	(Packaged Products Only)
9110	Fuels (Solid)
9130	Liquid Propellant and Fuels (Petroleum Base)
9135	Liquid Propellant Fuels and Oxidizers (Chemical Base)
9140	Fuels, Oils
9150	Oils and Greases (Cutting, Lubricating, Hydraulic)
9160	Miscellaneous Waxes (Oil and Fats)

A9.2.2. Federal Supply Classes in which only hazardous items need to be coordinated with the Base Bioenvironmental Engineer.

FEDERAL SUPPLY CLASS	TITLE	HAZARDOUS ITEMS REQUIRING IDENTIFICATION
1370	Pyrotechnics	Warning fuse, fire starter
1375	Demolition Materials	Explosive device
2520	Vehicular Power	Items containing asbestos, transmission components
2530	Vehicular Brake	Items containing asbestos, for example, steering, axle, wheel, and track components
2540	Vehicular	Items containing asbestos, for example, furniture and accessories

2640	Tire Rebuilding and Tire and Tube Repair Materials	Only items containing flammable or toxic compounds
3433	Gas Welding, Heat Cutting, and Metalizing Equipment	Compressed gases
3439	Welding and Brazing Supplies	Only hazardous items such as cleaning acids, flux, and supplies that contain or produce hazardous fumes
3610	Printing, Duplicating and Bookbinding Equipment	Flammable or toxic lithographic solutions
3655	Gas Generating and Dispensing Systems, Fixed or Mobile	Only those items producing hazardous fumes
3680	Foundry Machinery, Related Equipment, and Supplies	Flammable or toxic casting compounds
4240	Safety and Rescue Equipment	Those items that release oxygen or contain compressed or initiating charges
5610	Mineral Construction Materials (Bulk)	Hazardous items such as cutback asphalt, deck and floor covering, deck and surface underlay compound, sealing compound, flight deck compounds
5640	Wallboard, Building Paper, and Thermal Insulating Materials	Asbestos cloth which has loose fibers or that may become airborne
5820	Radio and Television Communication Equipment (Except Airborne)	Those circuit cooler items containing bases that are regulated as hazardous to the earth's ozone layer
5835	Sound Recording and Reproduction	Those recording tape cleaners containing hazardous cleaning fluids or packaged in pressure containers
5910	Capacitors	Those items containing poly-chlorinated-biphenyls
5915	Filters and Networks	Those items containing poly-chlorinated-biphenyls
5920	Fuses and Lighting Arresters	Those items containing radio-active materials

5925	Circuit Breakers	Those items containing radio-active materials
5935	Connectors (Electrical)	Those items containing flammable chemicals
5950	Coils and Transformers	Those items containing poly-chlorinated biphenyl's
5960	Electron Tubes and Associated Hardware	Those items containing radio-active isotopes and requiring labels that require special precautions when prepared for air shipment
5965	Headsets, Handsets	Those items containing magnetic material speakers
5970	Electrical Insulation and Insulating Materials	Those items containing flammable solvents
5985	Antennas, Waveguides, and Related Equipment	Those kits containing flammable chemical
5999	Miscellaneous Electrical and Oxide Electronic Components	Those contact plates containing beryllium
6135	Batteries (Primary)	Lead-acid, lithium, mercury, and alkaline (with electrolyte) batteries
6140	Batteries (Secondary)	Those wet or moist items containing corrosive or other hazardous materials
6220	Electric Vehicular Lights and Fixtures	Those items containing mercury
6230	Electric Portable and Hand Lighting Equipment	Those items containing batteries
6240	Electric Lamps	Those items containing mercury
6260	Non-Electric Light	Those items containing mercury
6350	Miscellaneous Alarm, Signal, and Security	Those items containing wet batteries or radio active materials
6505	Drugs, Biologicals, and Official Regents	Only hazardous items as defined in Federal Standard Number 313B. Contact the BEE for assistance.

6508	Medical Cosmetics	Only hazardous items as defined in Federal Standard Number 313B. Contact the BEE for assistance.
6510	Surgical Dressing Materials	Only items containing flammable solvents
6520	Dental Instruments, Equipment, and Supplies	Only items containing flammable solvents, mercury, or asbestos
6525	X-Ray Equipment and Supplies: Medical, Dental, and Veterinary	Only items containing chemical solvents
6625	Electrical and Electronic Properties Measuring and Testing Instruments	Those items containing radio-active materials
6640	Laboratory Equipment and Supplies	Only items containing flammable compounds, mercury or asbestos
6685	Pressure, Temperature and Humidity Measuring and Controlling Instruments	Item containing mercury or compressed gases
6740	Photographic Developing and finishing equipment	Those items containing radio-active compounds
6750	Photographic Supplies	Only items containing hazardous chemicals, solvents, thinners, and cements
6780	Photographic Sets, Kits and Outfits	(See FSC 6750)
7360	Sets, Kits, and Outfits (Food Preparation and Serving Equipment)	Those items containing compressed gases such as fire extinguishers
7510	Office Supplies	Only hazardous items, such as solvent, thinners, flammable inks, and varnishes
8405	Outerwear (Men)	Those maintenance kits containing flammable solvents
8415	Clothing (Special)	Those maintenance kits containing flammable solvents
8465	Individual Equipment	Those maintenance kits containing flammable solvents

8510	Perfumes, Toilet Preparations, and Powders	Shipping containers and pressurized containers with flammable propellants only
8520	Toilet, Soap, Shaving Preparations, and dentifrice's	(See FSC 8510)
8720	Fertilizers	Only items containing weed and pest control or other harmful ingredients or because of their composition, are hazardous
9390	Miscellaneous Fabricated Nonmetallic Materials	Those items containing flammable solvents or asbestos
9920	Smoker's Articles and Matches	Lighter fuel and matches only
9930	Memorials (Cemeterial and Mortuary Equipment and Supplies	Those items containing formaldehyde or its solutions

CHAPTER 4 TURN-IN PROCEDURES

SECTION A TURN-IN PROCEDURES

4.1. CHAPTER SUMMARY

This chapter provides procedures for turning in all equipment and supplies authorized to be returned to Base Supply or for direct turn-in to the DRMO. The policy for disposing of government property is relatively simple. The only items that may be disposed of as trash are items that have no required demilitarization actions (DEMIL codes A and B) and no potential value to the government through future use or resale by the DRMO, either in its current configuration or for its basic materiel content (for example, used gaskets, seals, broken plastic lenses, and used light bulbs). All other materiel, serviceable or unserviceable, must be turned in to Base Supply or DRMO for disposition. All items requiring demilitarization will be turned in to DRMO on a separate DD Form 1348-1A and not batch lotted.

4.2. OVERVIEW

This section describes the procedures that supply customers are to use to turn-in equipment and supplies into Base Supply and the DRMO. It also identifies those items that may be disposed of within the customer's organization.

4.3. PICKUP AND DELIVERY

Repair cycle, equipment, and serviceable consumable items will be picked up from on-base activities by Base Supply Pickup and Delivery or Repair Cycle Support personnel. Bench stock items will be picked up from on-base activities by Bench Stock Support personnel. The LGC establishes on- and off-base procedures for picking up, documenting, and delivering scrap materiel to the appropriate DRMO. In determining which activity will be responsible for this action, the LGC considers the location of the base and the DRMO, the amount of scrap involved, and the capabilities of appropriate activities such as transportation, supply, and any other participating activities. Repairable consumable items downgraded to scrap may be picked up by Base Supply Pickup and Delivery personnel for transfer to DRMO if requested by the organization. Otherwise, the organization may deliver the materiel directly to the DRMO.

4.4. SUPPLY TURN-IN

There are two categories of supply-type items that require turn-in--recoverable and consumable.

4.4.1. Recoverable Items. Recoverable items are items controlled under the DIFM concept. DIFM turn-in procedures are in chapter 6.

4.4.2. Consumable Items. Consumable items are identified by ERRC XB3.

4.4.2.1. On-base organizations must establish turn-in and pickup points for ERRC XB3 items. These organizations may establish as many turn-in and pickup points as deemed necessary for an efficient operation. They must provide a list of the points and locations to the Base Supply Pickup and Delivery.

4.4.2.2. Turn-in and pickup points will have three segregated areas. The areas must be conspicuously marked as serviceable-identified materiel; serviceable- and reparable-not identified materiel; or unserviceable- and scrap-materiel. Also, a listing of the organizations authorized turn-in and pickup points must be conspicuously displayed at the identified areas.

4.4.2.3. Organizational personnel must place XB3 materiel ready for turn-in into one of the identified areas.

4.4.2.3.1. Materiel placed in the serviceable-identified area must be identified by part number and or stock number and organization and shop codes. The turn-in activity will prepare and sign DD Form 1574.

4.4.2.3.2. Materiel placed in the serviceable- and reparable-not identified area is materiel the user determines to be serviceable but cannot identify to a part or stock number, and unserviceable-materiel the user determines can be potentially repaired by the organization. For serviceable property, the turn-in activity will complete DD Form 1574 with as much information as is available. At a minimum, this will provide a point of contact for possible questions.

4.4.2.3.3. Materiel placed in the unserviceable and scrap area is materiel the user determines to be unserviceable and not potentially reparable by the organization and having all required demilitarization actions completed.

4.4.2.4. Base Supply Pickup and Delivery personnel will periodically pick up the items in the serviceable-identified area of the organization turn-in and pickup points and deliver the items to the Receiving Section personnel so they can prepare the turn-in documentation and process. The pickup periods will be determined locally, based on the workload and amount of materiel available for turn-in.

4.4.2.5. Organizations must designate individuals and or sections/elements to periodically review and determine the appropriate disposition of the items in the serviceable- and reparable-not identified area. Items determined serviceable that can be identified to a part number or stock number must be identified and relocated to the serviceable-identified area. The turn-in activity must prepare and sign a DD Form 1574 for such property. Repairable items that can be potentially repaired will be routed to the appropriate shop for repair. Items that cannot be identified to a part or stock number, and items determined not potentially reparable will be relocated to the unserviceable and scrap materiel area.

4.4.2.6. Materiel placed in the unserviceable and scrap area may be turned in directly to DRMO by the organization or picked up by Base Supply personnel for transfer to DRMO. The Logistics Group Commander will determine which method to use. When the Base Supply option is used, Pickup and Delivery Section personnel pick up the materiel and deliver it to Receiving for preparation of the DD Form 1348-1A shipping document and subsequent transfer to DRMO. If the organization elects to turn-in the materiel directly to DRMO, the organization prepares DD Form 1348-1A shipping document. The materiel condition will be downgraded and shipped as scrap.

NOTE: When a container is turned in, either through Base Supply or directly to DRMO, it is the organization's responsibility to furnish a signed certificate on the DTID stating the following: "I certify that the container listed hereon is empty."

4.5. EQUIPMENT TURN-IN

4.5.1. Turn-In Procedures. Equipment custodians ask for turn-in of equipment on the CA/CRL by sending AF Form 601 or AF Form 2005 (which ever is applicable) to the Equipment Management Section. Chapter 8 of this part gives instructions for filling out this form. When authorized by the MODICUM, custodians can request turn-in by calling the EMS. Turn-in of serviceable equipment items that are not on the custodial CRL (non-EAID) are also called in to the EMS. Detailed procedures for turn-in of non-EAID items are in part 2, chapter 13.

4.5.2. Repair Procedures. Air Force policy is to repair all spares and equipment when economically feasible. The custodian will properly condition tag equipment being turned-in based on his or her qualifications or those of another qualified maintenance technician or inspector. If an asset is unserviceable and local repair capability does not exist, the item should be sent to a contractor for repair, requesting an estimated repair cost prior to repair. If the repair cost exceeds the economic repair cost, the item should be turned in as condemned and a replacement ordered.

4.5.3. Maintenance/Replacement Procedures. T.O. 46A-1-1 will be used to determine appropriate maintenance and replacement actions to be taken for office equipment.

4.5.4. Condemned Procedures. Turn-in of equipment which is beyond economical repair (condition condemned) requires the signature of a qualified maintenance inspector on the DD Form 1577 or a repair cost estimate obtained from a contract repair source. When a repair cost estimate is used, the custodian will enter the required repair actions, estimated repair cost, and the estimated replacement cost (if requesting a replacement) in the remarks block of the DD Form 1577.

4.5.5. Shipment Procedures. Turn-in of reparable equipment with an NF ERRC code to a depot or contract facility by direction of the SM or IM requires use of DD Form 1577-2 with a NRTS code 8 per T.O. 00-25-06-2-2. Position 51 of the AF Form 2005 turn-in should reflect a TEX 8 to hold the turn-in until the directed shipment action is processed in the SBLC.

4.6. TURN-INS AND TRANSFERS TO DRMO

4.6.1. Base Supply Turn-in. Organizations may request Base Supply personnel to pick up items downgraded to scrap for delivery to DRMO as outlined in paragraph 4.4.2.6.

4.6.2. Organization Turn-in. Organizations may turn-in the types of items listed below directly to the DRMO:

4.6.2.1. Unserviceable XB3 items downgraded to scrap after all demilitarization actions are completed.

4.6.2.2. Other scrap and waste as outlined in volume 6, chapter 2, attachment 1.

4.6.2.3. Non-NSN locally manufactured items.

4.6.2.4. Non-EAID commissary store equipment when disposal action is authorized.

4.6.2.5. Materiel owned by nonappropriated fund activities.

4.6.2.6. Computers managed by the base ADPE ECO. These non-EAID items may be turned in to DRMO under a non-duplicative document number using the (FU) SRAN assigned for management of small computers. Customers must coordinate disposition and get approval from the ADPE ECO, who will assign the document number, prior to disposing of computers.

4.6.2.7. Serviceable excess or residue assets from the COPARS or COCESS. These are items which are no longer authorized to be kept, have no expected use, and which the contractor or vendor will not take back for credit.

4.6.3. Direct Turn-Ins. On direct turn-ins to DRMO, the organization will receive copy 2 of the DD Form 1348-1A signed by DRMO. If the TMO is used to ship materiel to the DRMO, the organization retains the TMO signed copy as the accountable receipt document. Disposition of these signed copies depends on the method used to obtain the document number and where the document register is maintained. (For more information, see part 2, chapter 15.) If the document number was obtained through the Base Supply central call-in point, return the signed copy to the Base Supply activity that furnished the document number. If the organization is issued their own block of unique serial numbers and maintains the document register, the organization will file the signed copy as outlined in chapter 2, this part.

4.6.4. Transfer to DRMO. All other items or materiel being transferred to DRMO must be turned in to Base Supply as follows:

4.6.4.1. Serviceable non-DIFM expendable supplies

4.6.4.2. Unserviceable non-EAID equipment items managed by Retail Sales (not on the CRL)

4.6.4.3. Other unserviceable equipment items that are not on the CRL (that is, desks, chairs, etc.)

4.6.4.4. Serviceable equipment items that are not on the CRL. These items are called in to the EMS. Provide the EMS with the following information:

4.6.4.4.1. NSN

4.6.4.4.2. Quantity

4.6.4.4.3. Organization and shop code

4.6.4.4.4. Condition code (user's opinion)

4.6.4.4.5. Name and telephone number

NOTE: Containers turned into DRMO must have a signed certificate (accomplished by the generating activity) on the DTID, stating the following: "I certify that the container listed hereon is empty."

4.7. HAZARDOUS MATERIEL

4.7.1. Documentation Turn-in and Disposal. Part 2, chapter 21, section Z, provides the procedures for documenting the turn-in and disposal of hazardous waste by Air Force activities when the SBSS is selected as the ADS for processing hazardous waste disposal transactions. It is optional to use the SBSS to process these transactions. The installation commander will determine which system to be used to process hazardous waste disposal transactions. Local procedures will be developed when systems other than the SBSS are used. These procedures as appropriate, supplements local procedures to the guidance in Defense Reutilization and Marketing Manual, DOD 4160.21-M, Chapter 9, and the Solid and Hazardous Compliance, AFI 32-7042.

4.7.2. Budgeting for Hazardous Waste Disposal. The organization designated as the base environmental function (normally Base Civil Engineering) is responsible for budgeting and monitoring funds for hazardous waste disposal and waste management oversight.

4.8. PROPERTY CONDITION

The property custodians prepare turn-ins for pickup. They must make sure that property turned into Base Supply is tagged with the right condition code and is complete and reasonably clean. In addition, specialized shop equipment may need additional service such as detaching from stationary fixtures and disconnecting all electrical and pneumatic lines, and/or purging, "pickling", or any other actions prescribed by T.O. compliance.

4.9. TURN-IN OF PRECIOUS METALS

Turn-in procedures for precious metals and items bearing precious metals are in volume 6, chapter 4. Safeguard these items according to locally established procedures to prevent theft. To minimize the possibility of theft, turn them in as promptly as possible.

4.10. TURN-IN OF SMALL COMPUTERS

The standard method of accounting for small computers will be on an ADPE account. When small computers are accounted for on an ADPE account, these assets will be turned in to the ADPE ECO. These assets are normally managed by the Information Processing Management System (IPMS). Small computers will only be turned-in to Base Supply when they are accounted for on an R14, CA/CRL. Equipment custodians with small computers accounted for on their CA/CRL must coordinate with the ECO prior to turning in these assets to Base Supply. Small computers that are not accounted for on either a ADPE account or a CA/CRL will be turned into the ADPE ECO.

4.11. TURN-IN OF INCOMPLETE ITEMS

Customers, property custodians, and maintenance inspectors must ensure incomplete items are correctly processed and tagged before turn-in. Enter in bold face letters "INC-G" in the reason for reparable condition block. Also list missing components in the Remarks block or on the reverse side of the DD Form 1577-2, Unserviceable (Reparable) Tag Materiel. Find specific procedures for turning in incomplete items in T.O. 00-20-3, section III, paragraph 3-11, and T.O. 00-20-2-10, section IV, table 3-1, rule 7.

4.12. TURN-IN OF CONDEMNED ITEMS

Customers, property custodians, and maintenance inspectors must ensure condemned items are correctly processed and tagged before turn-in. Stamp, type, or handscribe the specific reason for condemnation action on the A5J. For example, "PROPERTY REFLECTED ON THIS DOCUMENT HAS BEEN CONSUMED DURING ROUTINE TESTING IAW AFMAN 23-110, VOLUME 2, PART 2, CHP 14; REPAIR COST EXCEEDS MAX REPAIR ALLOWANCE; URGENT OR IMMEDIATE TCTO; etc. Reason for condemnation will also be entered on the DD Form 1577/ 1577-1, Unserviceable (Condemned) Label-Materiel. Find specific procedures for turning in condemned items in T.O. 00-20-3.

4.13. TURN-IN OF CONTAINERS WITH COMBINATIONS LOCKS

When containers with built-in combination locks are taken out of service for turn-in, reset the built-in combination locks to the standard combination 50-25-50; reset combination padlocks to the standard combination 10-20-30.

4.14. MATCH GRADE WEAPONS TURN-IN FOR SHIPMENT TO REPAIR FACILITY.

RAR procedures WILL NOT be used. Match grade weapons, which require repair at the USAF Gunsmith Shop at Lackland AFB TX, will be processed for turn-in and shipment as follows:

4.14.1. Prior to presenting the match grade weapons to the local COS, the master shooter will request authority to send the match grade weapons to Lackland AFB TX for repair. The request will be in the form of a message to the small arms item manager (WR-ALC/LKJMW) at Robins AFB GA identifying the type and quantity of weapons to be repaired. The USAF Gunsmith Shop (343TRS/TWM, Lackland AFB) must be an INFO addressee on the message.

4.14.2. Once the master shooter receives the message from the small arms item manager authorizing the shipment for repair, the authorization message and match grade weapons will be presented to the local COS personnel.

4.14.3. COS personnel will process an unserviceable turn-in and shipment to the COS at Lackland AFB TX.

4.14.4. Upon receipt at the Lackland AFB TX COS, an unserviceable receipt will be processed and an MSI (C-deck) will be processed to issue the match grade weapons to the USAF Gunsmith Shop (343TRS/TWM).

4.14.5. The USAF Gunsmith Shop will repair the match grade weapons and return the match grade weapons to the Lackland COS personnel.

4.14.6. The Lackland COS personnel will process a serviceable turn-in from the C-deck DIFM detail and a serviceable shipment back to the COS who sent them to Lackland for repair.

4.14.7. Upon receipt of the match grade weapons at the COS location (location originally sent from unserviceable), a serviceable receipt will be processed and a forced issue to the master shooter who turned in the match grade weapons for repair.

4.14.8. The master shooter will sign the issue document and accept the match grade weapon or weapons from the local COS.

ATTACHMENT A-1 INSTRUCTIONS FOR PREPARING DD FORM 1348-1A, DOD SINGLE LINE ITEM
RELEASE/RECEIPT DOCUMENT FOR ORGANIZATIONAL TRANSFERS TO DRMO

ITEM	NO	IDENTIFICATION OR SOURCE OF DATA
Identifier	POS 1-3	Constant A5J
RI From	4-6	Does not apply, leave blank.
Blank	7	
Stock or Part Number	8-22	The stock or part number being shipped or transferred. Leave blank for scrap, waste, and unserviceable expendable supplies downgraded to scrap.
Unit of Issue	23-24	The unit of issue of the stock or part number being transferred.
Quantity (Disposal)	25-29	The quantity being transferred.
Document Number	30-43	The document number will consist of supporting base's DODAAC (FBXXXX), the current Julian date, and a nonduplicative serial number obtained from Base Supply. NOTE: The COS establishes a central call-in point in Base Supply for obtaining these document numbers or at the request of the organization commander, the COS may decide to furnish small blocks of serial numbers to organizations that use this process extensively.
Suffix Code	44	Does not apply, leave blank.
DRMO SRAN	45-50	SRAN of the DRMO.
Blank	51-63	Blank
Disposal Authority Code	64	Constant N
Demilitariza- tion code	65	See part 2, chapter 15, attachment F-5.
Reclamation Code	66	Constant N.
Blank	67-70	

Condition Code	71	Blank for scrap, waste, and unserviceable expendable supplies downgraded to scrap. Will be for unserviceable NSN or part numbered items. Serviceable items must not be turned-in directly to DRMO except serviceable excess or residual assets obtained from the COPARS or COCESS. Other serviceable items must be turned into Base Supply.
Blank	72-73	
Unit Price	74-80	The unit price of the materiel. For scrap and waste, estimate the price.

BLOCK	ENTRIES
A	Organization/shop code, Organization title, and address of the activity initiating the transfer.
B	The account number and address of the transfer to DRMO facility.
C	Mark for information, if required.
D	Does not apply.
E	The extended value of the transfer. Quantity-positions 25 to 29. Extended unit price--positions 74 to 80.
F-G	Does not apply.
H	Quantity unit pack code.
I-S	Does not apply.
T	Control item code.
U	Type cargo code.
V	Authority for transfer to DRMO.
W	Does not apply.
X	Item nomenclature.
Y	Does not apply.
AA Upper Line	If item is condemned, enter CONDEMNED.
AA Lower Line	Supply condition code.
BB-GG	These fields will be used to print the demilitarization or scrap statements, if needed.

DISPOSAL AUTHORITY PHRASES

AFM 67-1, volume 1, part 1,
chapter 3, attachment A-2.

Condition Condemned (insert
inspector's name or stamp)

APPLICATION

Scrap and waste

Unserviceable Non-DIFM
expendable equipment not
accounted for on an
equipment CA/CRL.

CHAPTER 5 DUE-OUT PROCESSING

SECTION A DUE-OUT PROCESSING PROCEDURES

5.1. CHAPTER SUMMARY

This chapter covers due-out processing from a monitoring aspect and explains how to update, review, validate, and cancel due-outs. It further describes the conditions under which customers receive credit for due-outs that are cancelled at the customer's request. It also lists the circumstances in which customers will not be granted credit. In addition, this chapter addresses the reverse-post of a direct charge and forced no credit turn-in. It cites the authority for granting reverse-posting and the conditions for reverse-posting. Finally, it explains how to initiate followup actions to improve due-out status and resolve supply difficulty problems.

5.2. OVERVIEW

This section describes the procedures for creating, updating, validating, and cancelling due-outs. It also explains due-out reverse-posting of a direct charge, forced no credit turn-ins, and the followup actions required to improve due-out status and resolve difficulty problems.

5.3. CREATING A DUE-OUT

A due-out is created when a requirement is placed on the SBSS and insufficient assets are on hand to satisfy the request.

5.4. UPDATING A DUE-OUT

To update a due-out, submit a letter or call Stock Control and provide them with the stock number of the item requested, the document number, if known, the requisition number, if known, and the data to be updated. The data to be updated must include the 1) supplementary address, 2) project code, 3) FAD, 4) mark for, 5) urgency of justification code, 6) required delivery date, 7) ammunition transaction code, and 8) authority for issue indicator. Stock Control updates the due-out when a request is received, and the requisition to the SOS is automatically updated, if required.

5.5. DUE-OUT REVIEW AND VALIDATION

The importance of supply customers performing a thorough review and validation of their due-outs cannot be over emphasized. In this era of austere funding, it is essential that due-outs be cancelled when it is determined that they are no longer required. Funds are wasted when they are expended to purchase equipment and supplies that are not required. This practice can have a negative impact on unit readiness by depleting funds that are needed to purchase mission essential supplies and equipment. Customers should exhaust all effort to ensure that items that remain on due-outs are needed to satisfy valid requirements.

5.5.1. Review of UND A and B Due-outs.

5.5.1.1. Each day, or as determined by the local commander, Base Supply personnel send two copies of the Priority Monitor Report (D18) for UND A due-outs to the organization for review. At least once each week, or as determined by the local commander, two copies of the D18 for UND A and B due-outs are sent to the organization for review. Base Supply personnel use a transmittal letter to forward the D18 report to organizations. This letter contains detailed guidance for accomplishing the review of the due-outs.

5.5.1.2. Organizations return the lists to Stock Control only if due-outs are no longer needed. The recommended way to handle cancellation requests is in paragraph 5.5.2.2 below; however, bases may set up a system to make it possible to cancel UND A and B due-outs by telephone or letter.

5.5.1.3. The COS and the maintenance organization use special procedures to review CAMS delayed discrepancies due-outs. The COS and the maintenance organization schedule a reconciliation of CAMS and SBSS files once each quarter.

5.5.2. Validation of all Due-outs.

5.5.2.1. At least once each month, Base Supply personnel send two copies of the Due-out Validation List (M30) to organizations for validating all due-outs except UND C equipment, and CAMS. The monthly due-out validation for the BCE is accomplished using the BCE Due-out Status Listing (M09). The supported organization returns the listing to Stock Control if changes are required.

5.5.2.2. The following actions are required to validate due-outs:

5.5.2.2.1. If items are no longer needed, cancel the requirement by lining through the entry.

5.5.2.2.2. If quantities of an item are partially required, circle the quantity needed and annotate the quantity actually required.

5.5.2.2.3. If the item is under DIFM control and the entire quantity is no longer needed, write the maintenance action taken code and the net repair cycle days between the demand code and the due-out quantity.

5.5.2.2.4. If the item is under DIFM control and part of the quantity is needed, write the maintenance action taken code and the net repair cycle days between the demand code and the due-out quantity.

5.5.2.2.5. If the due-out is for an EAID item and a lesser quantity is needed, attach an AF Form 601, filled out by the custodian, requesting the authorization be reduced or deleted.

5.5.2.3. Requirements known to be due-out but not reflected on the review or validation lists should be identified to the Stock Control Section for action.

5.6. DUE-OUT CANCELLATION

Generally, customers of the local stock fund request cancellation of due-outs or refuse delivery of stock-funded items if there is a change in requirement. However, if the cancellation or refusal places the stock fund in an excess condition for that item, the customer does not receive credit.

5.6.1. Unobligated Due-outs. Unobligated due-outs can be cancelled by the customer any time with no charge.

5.6.2. Obligated Memo Due-outs (Due-out Flag 1). The customer may completely or partially cancel obligated memo due-outs at any time. Full value for the quantity cancelled will be given only for those due-outs obligated in the current fiscal year. If the due-out was obligated in a prior fiscal year, the customer is not granted credit; however, prior year base appropriations will be credited.

5.6.3. Obligated Firm Due-outs (Due-out Flag 0). The customer may cancel all or part of obligated firm due-outs at any time. Credit for the quantity being cancelled may be granted under the circumstances described below.

NOTE: Credit is never granted on prior fiscal year due-outs.

5.6.3.1. 100-Percent Credit. 100-percent credit is granted for ERRC XF items, AWP bit and piece requirements (UJC AR and BR), and SSD budget code 1 items if the SSD stock fund credit flag is set on the item record.

5.6.3.2. Exception to 100-Percent Credit. If the item being cancelled does not fall in one of the categories above, the asset position is checked by the computer program. In these cases, if the item is part of an interchangeable and substitute group, all master and interchangeable items are checked and considered as one item. If due-ins do not exist, credit is granted for the quantity being cancelled. If total due-ins are equal to or less than the total of the firm due-outs other than the one being requested for cancellation, credit is granted for the quantity being cancelled. There are further exceptions which also apply: 1) if the item does not fall into any of the categories listed above, the recurring demands will be checked. If the recurring demands are greater than 50 after subtracting the quantity being cancelled, credit is granted for the quantity being cancelled and 2) if an item still does not fall into any of the categories listed above, the following formula will be used to assess credit or charges to the customer:

Computed Value = (DDR x No of Days) - (quantity due-ins minus quantity of firm due-outs other than the due-outs being cancelled). The DDR used in the above formula is computed after the quantity being canceled is subtracted from the recurring demands. The number of days used in the formula depend upon the SPC on the item record.

SPC	No. of Days
1	1185
2	1095
3	1000
4	910
5	730

NOTE: In all cases, credit will be granted only for the smaller amount--either the CV or the quantity being canceled. The customer will be charged with a 1PU (direct charge/forced no credit return) transaction on all obligation due-out cancellations when credit is not granted.

5.6.4. Obligated Due-outs with Prior-Year Date of Obligation. When cancelling due-outs which meet the conditions of paragraph 5.6.2 above, but have a prior-year date of obligation, ensure the due-outs are deobligated prior to cancellation. If prior-year due-outs are not deobligated, it is impossible to reverse post 1PU transactions to restore prior year funds.

5.6.5. Cancelling Due-outs. An organization may ask that a due-out be cancelled as outlined in paragraph 5.6 above by written request or telephone Stock Control. A written request for cancellation must provide the 1) stock number of the requested item, 2) document number of the due-out, 3) quantity to be cancelled, and 4) maintenance action taken code and net repair cycle days if for a DIFM item (see chapter 6, attachment A-2). Base Supply Stock Control personnel can cancel a request if an item cannot be supplied; however, they must thoroughly research the item before taking this action and explain why the due-out was cancelled.

5.7. REVERSE-POST OF A DIRECT CHARGE AND FORCED NO CREDIT TURN-IN (1PU)

5.7.1. Authority for Granting Reverse-Posting. In all direct charge reverse-post actions the Stock Fund Manager acts as the authorized representative of the Air Force Stock Fund. The Stock Fund Manager has the responsibility of determining whether allowing a reversal is in the best interest of the stock fund and the Air Force as a whole.

5.7.2. Conditions for Reverse-Posting. When customers cancel due-outs, they may incur expenses. These expenses are referred to as direct charges. (See paragraph 5.6.3 for due-out cancellation and related direct charge processing procedures.) Sometimes these direct charges can be reverse-posted if certain conditions are met. The Stock Fund Manager must request in writing that Document Control initiate the reverse-post procedure. This written request, to be filed with the reverse-post document in Document Control, will contain an explanation of why the reversal action is requested, citing the circumstances that created the problem. The following are some valid circumstances for requesting a reverse-post:

5.7.2.1. Incorrect input of a cancellation by Supply personnel.

5.7.2.2. Incorrect quantity/unit input by Supply resulting in cancellation and direct charge.

5.7.2.3. Incorrect cancellation by the customer (when the due-out can be re-established or an issue can be accomplished without penalty to the stock funds).

5.7.2.4. Incorrect charges resulting from Supply errors.

5.8. DUE-OUT FOLLOWUP

A followup to Stock Control on firm due-outs is made when information is needed for requirements creating emergency situations, to answer correspondence to higher echelons of command, or to prepare reports. Requests for followup may be submitted in writing or by telephone. The request must provide 1) the stock number of the requested item, 2) the document number of the issue request, 3) the quantity requested, 4) the requisition number, if known, and 5) mission impact statement. Stock Control determines the status, including depot action on the item, followup as necessary, and replies to the requesting activity.

5.9. RESOLVING SUPPLY DIFFICULTIES

When deficiencies resulting from a delay in item support (outstanding requisition) cannot be corrected locally and will ultimately affect the operation capability of the base or unit, prepare and submit an AF Form 1667, Supply Difficulty Report. The requesting organization must fill out blocks 1 through 8 and forward the report to Stock Control in Base Supply, who will complete the form preparation before submitting according to AFM 67-1, volume 1, part 1, chapter 1, attachment E-1.

CHAPTER 6 REPAIR CYCLE SUPPORT

SECTION A REPAIR CYCLE SUPPORT PROCEDURES

6.1. CHAPTER SUMMARY

This chapter explains the concept of the repair cycle support system. This system establishes control of all unserviceable repair cycle assets from the time they are generated until returned to Base Supply as serviceable or unserviceable. The RCSS is the Base Supply function responsible for managing the repair cycle system. Repair cycle assets are items with ERRCD of XD(x) or XF(x). They are also known as DIFM items. The objective of the repair cycle system concept is to obtain the greatest benefits from the base maintenance shops. The system establishes firm control over repair cycle assets to make sure they are repaired at base-level or sent to a repair facility as fast as possible. The repair cycle time of an item starts when the unserviceable item is removed from the aircraft or piece of equipment, and a demand is made on Supply for a replacement. It stops when the item, either serviceable or unserviceable, is sent back to Base Supply. It is important to know that Base Supply will not order a replacement item until it is determined that the unserviceable item cannot be repaired on base, or the item is condemned. So, unserviceable repair cycle items must be processed through the repair shops as quickly as possible. Status of repair cycle items must be continually maintained and updated according to attachment A-1.

6.2. OVERVIEW

The repair cycle support system establishes firm control over repair cycle assets and obtains the greatest benefits from the base maintenance shops. This section explains the system concept and provides the procedures for effective use of the Repair Cycle Support System.

6.3. DIFM ISSUE PROCEDURE

6.3.1. DIFM Control. Issue requests for ERRCD XD or XF with activity codes X (expedite), R (routine maintenance), or S (supply point) and with demand code R (recurring) or N (nonrecurring) will place that transaction and the item under DIFM control. All issues to Contract Maintenance (activity code C) are put under DIFM control regardless of the ERRCD or demand code.

6.3.2. Multiple DIFM Indicator. Usually, DIFM issues are for a quantity of one each; therefore, the computer system in Base Supply is programmed to reject a DIFM issue for more than one each of an item. The major reason behind this is the possibility of having a different maintenance action taken codes assigned when multiples are issued on the same document number. Although the norm is one each per document number, there may be cases where this is not reasonable (for example, turbine blades and tires). When this happens, call the RCSS of the Combat Operations Support Flight in Base Supply. Explain your situation and, if approved, they will assign a multiple DIFM indicator to allow DIFM issue requests for multiple quantities. When using this procedure, there is only one document number. If five each are returned with an action taken code 9, and the other five are returned with an action taken code B, it will be necessary to process separate turn-ins with the same document number.

6.3.3. Maintenance Turnarounds. Repair cycle items may be removed from the end-item, repaired, and reinstalled without a demand being placed on Base Supply or after Base Supply confirms that the serviceable asset is not available from their stocks. The repaired asset is not physically processed through Base Supply; however, the maintenance activity must give the RCSS the information needed to update supply records. The term frequently used to record this type transaction is maintenance TRNs. It is very important to document each repair made on repair cycle items. Inform the RCSS every time a repair action is taken and prepare the necessary documentation, AFTO Form 350, Reparable Item Processing Tag. Send the bottom portion of the AFTO Form 350 to the RCSS, ensure it is completely filled out to include the maintenance action taken code. The maintenance action taken code for TRNs must be A, F, G, K, L, or Z. Invalid AFTO Forms 350 will be returned to the appropriate maintenance activity for action. Failure to inform Base Supply about TRNs reduces the number of serviceable items Base Supply can keep on hand. Base Supply's objective is to have serviceable items on hand to replace an item that has failed. This allows the unserviceable item to be processed through the repair cycle process on a scheduled basis.

6.4. DIFM TURN-IN

DIFM assets are returned to Base Supply through the RCSS. The RCSS processes and controls all DIFM assets. A completed AFTO Form 350, a condition tag (DD Form 1574, 1575, or 1577-2), and the number 3 copy of the original issue or due-out release document (DD Form 1348-1A) must be provided when items are turned in to the RCSS. See attachment A-2, Maintenance and Supply Action Taken Codes.

6.5. DIFM UPDATE

6.5.1. Item Status/Location Change. To accurately control DIFM assets, the status and location of the item must be known. When items are received in a shop or when the status changes, the shop scheduler or work center supervisor must inform the RCSS. RCSS personnel update the location and status of the item in SBSS records. An example of a status change would be when an item goes from AWM to INW. A location change occurs when an item is moved from one shop to another. Maintenance personnel that are under the CAMS use CAMS to update the SBSS when the location and status of an item has changed.

6.5.2. DIFM Status Codes. DIFM items must be returned to Supply as quickly as possible. The DIFM managers in Supply and Maintenance must make every effort to process repair cycle items as fast as possible. MAJCOMs may assign other status codes to cover special situations in their command. See attachment A-1 for DIFM status codes. Each day, the SBLC generates a repair cycle asset management list (D23/NGV905). This listing is forwarded to each shop and the RCSS as an aid in managing and controlling DIFM assets. When differences exist between the DIFM status or location as shown on the DIFM list and the actual status or location, the RCSS must be informed to ensure updates are made.

6.6. DIFM RECONCILIATION

DIFM reconciliation between Base Supply and the maintenance activities is conducted by use of the D23/NGV905. Copies of the applicable sections of this report are furnished to each maintenance activity to verify the location of the issued items. Repair Cycle Support personnel will update the DIFM details with the current item location and current DIFM status when maintenance provides the required changes.

6.7. BASE CONTRACT MAINTENANCE

DIFM items needing contract maintenance are issued directly to that activity by maintenance. After the item is repaired, maintenance personnel return the item to Base Supply as a serviceable asset.

6.8. MDR EXHIBITS

Items identified to show materiel deficiencies conditions are processed as unserviceable MDR exhibit turn-ins by the RCSS and forwarded to Inspection for final processing. Action taken code C is used on turn-ins for MDRs according to TO 00-35D-54. If storage space is available, Base Supply stores MDR exhibits until final disposition instructions are received.

6.9. BUILDUP ITEMS

Repair cycle items requiring buildup before use are identified and accounted for on supply point records. Normally, maintenance personnel operate these buildup points. Each time a buildup item is removed from the supply point to replace a like item removed from an end-item, the individual responsible for the supply point will advise the RCSS.

6.10. TIME CHANGE REQUIREMENTS

Forecasting requirements are limited to specific time change items in TO 00-20-9. Quarterly, Maintenance Materiel Control personnel make a forecast which covers a 1-year period. To get the assets from Base Supply, Maintenance Materiel Control personnel fill out an AF Form 2005 on the first workday each month for items to be changed the next month. Physical issue of the asset is not made until Maintenance Materiel Control personnel verify the scheduled time change date is firm.

6.11. TCTO KITS

6.11.1. General Information. This paragraph explains how to get TCTO kits needed for a technical order modification on an aircraft or missile, an end-item of equipment, or spare parts or components. Air Force policy and procedures on TCTO management are in AFR 66-1, Maintenance Management Policy, and TO 00-5-15. The term "kit" refers to all the parts and materiel required to complete a technical order modification.

6.11.2. TCTO Kits Requirements. Requirements for TCTO kits or parts needed to assemble a kit are submitted to the RCSS on an AF Form 2001. After the request is received, RCSS personnel requisition the kit from the depot, if it is a depot assembled kit. If the kit is assembled at the base, the parts are obtained from Base Supply stocks or from normal supply sources. In this case, the RCSS is responsible for assembling the kit. When the kits are received or assembled, they are stored by the RCSS. The RCSS notifies the requesting activity that they are available. Normally, TCTO modifications are made as scheduled maintenance. When the kits are needed, the requester notifies the RCSS and the kits are issued.

6.11.3. Control of TCTO Kits. The RCSS stores the kits until they are needed by Maintenance. Controls are set up to prevent loss or unauthorized use of the kits or their components. The maintenance activity makes sure the kits are installed on the designated end-item of equipment. If a kit is issued for a specific end-item of equipment and used on another end-item, the maintenance activity must notify the RCSS Maintenance Materiel Control. The maintenance activity must also advise RCSS personnel of any aircraft or other end-item transfers as far in advance of the transfer as possible. RCSS personnel ship the kits for the transferred equipment to the gaining base or organization according to TOs 00-5-15 and 00-25-4.

6.11.4. TCTO Kit Assets. These assets are reconciled with Supply on a monthly basis. The reconciliation is used to update TCTO kit status. Maintenance advises the Repair Cycle Support Section of any kit excesses and/or changes required (see part 2, chapter 24).

6.12. AWP PROCEDURES

Requests for bits and pieces to repair DIFM items are processed according to chapter 3, this part. Under most circumstances, the mark for field must have a DIFM or an EAID detail document number. An AWP monitor should be appointed in each maintenance activity to act as liaison with Base Supply. Followup, update, and cancellation actions must be coordinated between the Repair Cycle Support Section and the Maintenance work center.

ATTACHMENT A-1 DUE-IN FROM MAINTENANCE STATUS CODES

A1.1. PURPOSE

To provide a list of DIFM status codes used to monitor the status of DIFM items in Maintenance. The codes listed below are applicable. In addition to these codes listed, MAJCOM are authorized to assign status codes to cover special situations in their command.

CODE	DEFINITION	DETERMINED BY
Blank	No location established	Maintenance
ALT	Alert Aircraft	
AWI	Awaiting installation	Maintenance
AWF	Awaiting testing	Maintenance
AWM	Awaiting maintenance	Maintenance
AWP	Awaiting parts with one AWP due-out details	Program Control (see note 1)
(N)(N) (P)	AWP with two or more AWP due-out details	Program Control (see note 1)
AXC	Aircraft cross-country	Maintenance
BFN	Base funded, nonstandard MAJCOM peculiar repair cycle items	Supply
CEH	Scheduled work order item in BCE	Civil Engineer hold area (BCE)
CMD	CEM Mobile Detachment	Maintenance
CTE	Contract maintenance (equipment)	Maintenance
CTR	Contract maintenance	Maintenance
DWO	UJC AR/BR retained on system	Maintenance (see note 2)
DWP	Repair cycle item which is a component of a repair cycle item that is in AWP	Maintenance
EWI	Engine Components awaiting installation	Maintenance
FEM	Forecasted engine maintenance	Program Control (see note 3)
FSP	In-transit from forward supply point	Supply
FTL	Flight line	Maintenance
FWP	Previous AWP item ready for scheduling and repair	Program Control (see note 4)

INO	In-transit issue (off-base only)	Supply
INR	In-transit return (off-base only)	Supply
INN	In shop	Maintenance
MTM	Maintenance to maintenance	Maintenance
MWI	ICBM item awaiting installation	Maintenance
OAM	Retained on system	Maintenance
RFS	Warehouse refusal	Supply
RPR	Repair and return	Maintenance
TCG	Time change	Maintenance
TIN	Turn-in to supply	Maintenance
TNB	Tail or registration number bin	Maintenance
TOC	TCTO required on end item	Maintenance
TWP	Bit and pieces required for repair action in transit	Supply
VHM	Scheduled work order item in vehicle maintenance hold area	Maintenance (see note 5)
Z(M)(M)	Reserved	Assigned by MAJCOM

NOTE 1: When the first AWP due-out is set up, the code on the end-item DIFM will be changed to AWP under program control. When the second AWP due-out is set up, the code will be changed from AWP to 02P. Further processing increases the status code counter, that is, sequential processing will result in code assignment AWP, 02P, 03P, 04P, etc....03P, 02P, AWP, FWP.

NOTE 2: DWO should be assigned to UJC AR/BR requirements when the asset must be retained on the end-item or system.

NOTE 3: Status code FEM is assigned when the issue request UJC is AU, BU, or CU, and the delivery destination field is FEM.

NOTE 4: When the last AWP due-out is released or canceled, the code on the end-item DIFM detail will be changed to FWP under program control.

NOTE 5: Status code VHM can only be applied by vehicle maintenance organizations

ATTACHMENT A-2 MAINTENANCE AND SUPPLY ACTION TAKEN CODES

A2.1. PURPOSE

To provide a list of the action taken codes used on turn-in requests for DIFM items to indicate the actions taken by maintenance and Supply.

A2.2. MAINTENANCE ACTION TAKEN CODES

CODE	DESCRIPTION
A	Bench checked and repaired
B	Bench checked--serviceable (no repair required)
C	Bench checked--repair deferred. (This code is issued for turn-in of MDR/QDR exhibits, items suspended for litigation (supply condition code L) and latent defects.)
D	Bench checked--transferred to another base (for bench check, calibration, or repair)
F	Repaired. (This code will not be used to code on equipment work if another code applies.)
G	Repaired and/or replaced attaching units, seals gaskets, packing, tubing, etc.
J	Calibrated--no adjustment required
K	Calibrated--adjustment required
L	Adjusted
V	Cleaned
X	Tested, inspected, serviced
Z	Painted
1	Bench checked (NRTS)--repair not authorized
2	Bench checked (NRTS)--lack of equipment, tools, or facilities
3	Bench checked (NRTS)--lack of technical skills
4	Bench checked (NRTS)--lack of parts
5	Bench checked (NRTS)--shop backlog
6	Bench checked (NRTS)--lack of technical data
7	Bench checked (NRTS)--lack of resources. (The repair is authorized by the -6 maintenance TO but not accomplished due the lack of authority to possess or obtain resources.) Bench checked--return to depot facility by direction of system manager or item manager
9	Condemned

A2.3. SUPPLY ACTION TAKEN CODES (AFM 67-1/AFMAN 23-110)

CODE	DESCRIPTION
R	Unserviceable turn-in of an item from other than a maintenance activity. If the item has been NRTS or condemned by maintenance, use the appropriate maintenance action taken code (1-7 or 9).
S	Serviceable turn-in of an item originally requested as an initial issue.
T	Serviceable turn-in of WRM spares, supply point, MRSP, and MSK assets, and other situations where demand data would not be affected.
U	Serviceable turn-in of an item originally requested as a replacement issue. (Cumulative recurring demands data is reduced by the quantity turned in.

CHAPTER 7 MANAGEMENT PRODUCTS

SECTION A MANAGEMENT PRODUCTS LISTINGS AND REPORTS

7.1. CHAPTER SUMMARY

This chapter describes some of the SBSS management products, reports, and listings that have a direct bearing on SBSS customers.

7.2. OVERVIEW

This section covers SBSS management products such as reports and listings on funds management, bench stock, due-out status, repair cycle, and custodial responsibilities which affect SBSS customers.

7.3. MANAGEMENT PRODUCTS

7.3.1. Daily Document Register (D04). This register provides a means for organizations to review all document numbers processed during the day by the SBSS. The listing is in organization and shop code sequence. The documents are then listed in document number sequence for each activity code. Monetary totals are given for each organization code. Base Supply personnel send two copies to the organization or shop concerned. Attachment A-2 lists codes used on the Daily Document Register.

7.3.2. Priority Monitor Report (D18). This listing (see attachment A-3) provides data for current review of priority, UND A and B due-out of requirements (see chapter 5).

7.3.3. Organization Effectiveness Report (M-24). This report provides a management product to monitor the issue and bench stock support effectiveness for each organization supported by Base Supply. The report also provides the annual Organization Cost Center Record Review List which contains the specific supply data elements provided by each organization which are used by Base Supply to support the organization.

7.3.4. Due-Out Validation List (M30). This monthly listing provides a means to monitor and verify that each due-out is still a valid requirement, except UND C equipment items which are provided quarterly (see chapter 5).

7.3.5. AWP Validation List (D19). This listing shows all repair cycle items in AWP status and the status of bits and pieces that are on order to fix the repair cycle end-item. The information is used by Maintenance to plan and schedule the end-item into repair shops. It is also used by Base Supply to expedite receipt of bits and pieces needed to repair AWP end-items.

7.4. FUNDS MANAGEMENT

Refer to AFP 170-1, Resource Manager's Handbook, for detailed information regarding budgeting, managing, and controlling funds.

7.4.1. PFMR and Organization Cost Center Record Update and Reconciliation (D11). This report shows the current status and internal balance of the PFMR by supplies and equipment. Cumulative balances are shown for fund target, obligated due-outs, cumulative issues, cumulative turn-ins, and available balance (See attachment A-4). Average daily expenditures and days of dollar support remaining are footnoted in AFP 170-1.

7.4.2. Organization Cost Center Report (M03). This report provides cost center managers a product showing issue, due-out, and obligation data by stock fund division and element of expense or investment code (see attachment A-5).

7.4.3. Project Funds Management Report (M35). This report provides each responsibility center manager with a product disclosing FY-to-date reimbursable issues or sales, creditable returns, obligated due-outs, fund balance, and unobligated due-outs by current or prior FY for both supplies and equipment. Additional management information is provided for stock fund and resource managers [see attachment A-4 (sample D11), for most of this information].

7.5. BENCH STOCK LISTINGS

7.5.1. Bench Stock Recommended Additions (M04). This listing provides the individual organizations with the necessary products to determine the need to add a new item to an organizational bench stock based on past consumption (see chapter 3).

7.5.2. Bench Stock Review (S03). This listing provides the individual organizations with the necessary products for reviewing existing bench stock levels or deleting bench stock details (see chapter 3).

7.5.3. Organization Bench Stock List (S04). This listing provides the individual organizations a summary of items authorized on bench stocks, controls the assignment of bench stock document numbers, and assists shop personnel in the location of bench stock items (see chapter 3).

7.6. MISCELLANEOUS LISTINGS

Contact Customer Service if one of the following listings is needed for additional management information.

7.6.1. Due-out Status List (R31). This listing provides data for review of current due-out requirements and provides optional due-in and status information for selected due-outs.

7.6.2. Repair Cycle Data List (Q04). This listing provides maintenance activities with a product reflecting repairable returns with the action taken codes for each repair cycle item. These data are used to review the base in-house repair capability program.

7.6.3. Custodian Authorization and Custody Receipt List (R14). This is a listing of authorized and in-use equipment for each custodian account. It serves as a custody receipt when signed by the custodian and identifies quantities authorized and on-hand within organizations and shops (see chapter 8, section F).

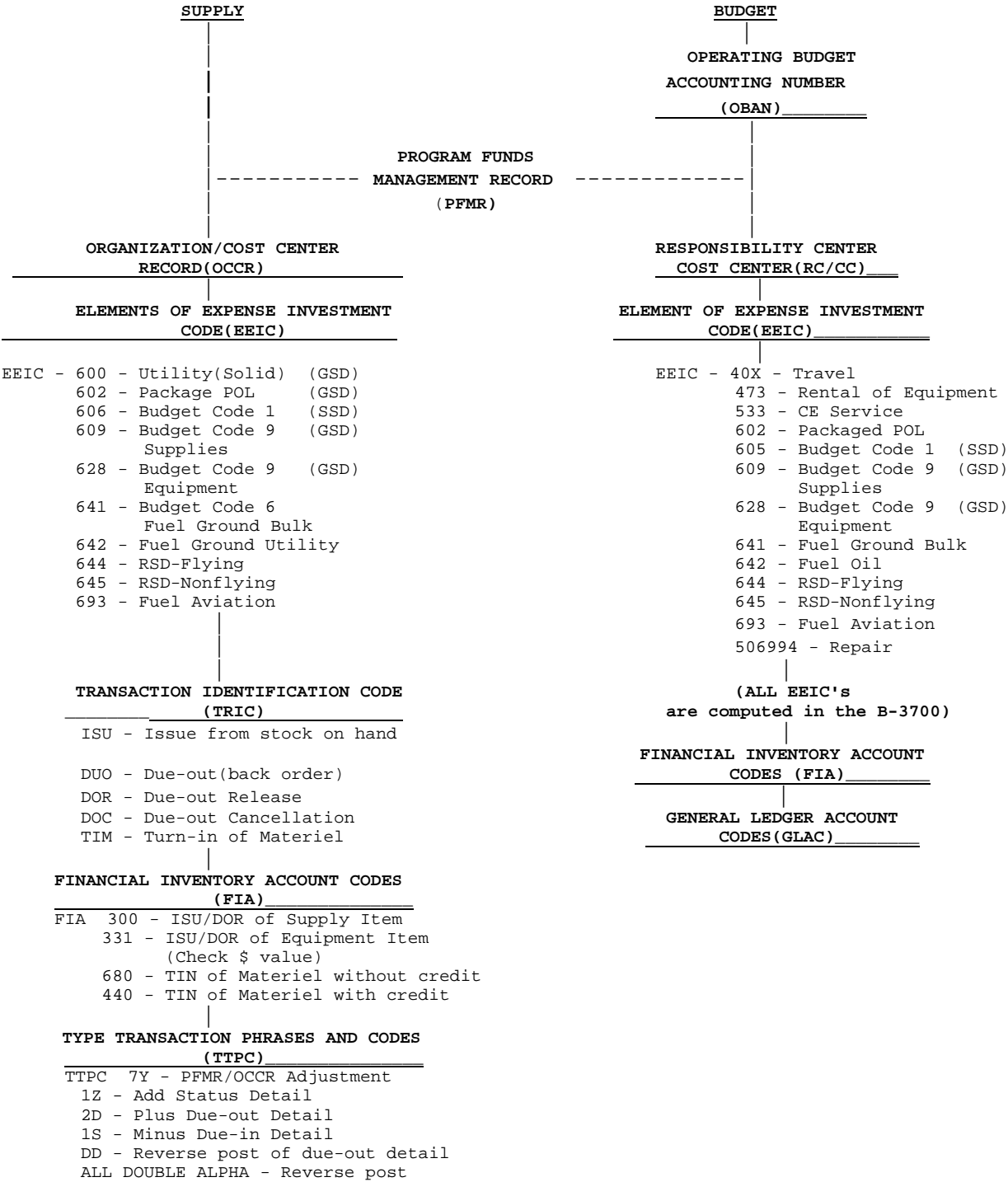
7.7. SUPPLY ASSISTANCE

7.7.1. Point of Contact. The point of contact within Base Supply is Customer Service. As a matter of rule, do not contact other Base Supply offices unless referred to by Customer Service.

7.7.2. Research. Management products in Customer Service can be researched to check or correct most errors or problems. Customer Service personnel can also provide general guidance on how to read and use the many management products available from Base Supply. In addition to those products listed in this chapter, the following products are available for research, information, etc., Daily Transaction Register, Daily Reject Listing, UMMIPS Surveillance Listing, Stock Number Directory, and Interchangeable and Substitute Group Listing.

7.7.3. Due-Out Update. When a due-out requires updating (for example, change in UND, Required Delivery Date, etc.), the requesting activity will submit the following information to Stock Control: 1) Stock number of item required, 2) Document number of the request, 3) Requisition number, if applicable, 4) Justification for followup or updating action, and 5) Name and telephone number of individual requesting change.

ATTACHMENT A-1 CORRELATION OF SUPPLY AND ACCOUNTING DATA ELEMENTS



ATTACHMENT A-2 DIC/TRIC

A2.1. PURPOSE

 To provide a list of the DIC/TRIC codes that identify the transactions processed against a customer's organization code.

A2.2. DIC/TRIC

DIC/TRIC	EXPLANATION
DIT	Due-in or Due-out Update
DOC	Due-out Cancellation
DOR	Due-out Release
DUO	Due-out
FCI	Equipment In-use Detail Change or Delete
FEC	Terminate EAID Accounting
FER	Equipment Identity Change
FET	Equipment Inter-account Transfer
ISU	Issue
MSI	Issue, Supply Point or MRSP
REC	Receipt
TIN	Turn-in
A5J	Transfer to DRMO
1PU	Direct charge/forced no credit return generated by customer request for cancellation of an obligated due-out

A2.3. TTPC

 These codes are designed to further identify and explain the transactions appearing on the Daily Document Register.

TTPC	EXPLANATION
1A-Item Record	Issue
1B+Item Record	Turn-in
1K-In-Use Det	Equipment Turn-in
1L+In-Use Det	Equipment Issue
2A-DO Det	Due-out Release or Cancellation (issue request by organization
2M-DIFM Det	Partial DIFM Turn-in
2N+ DIFM Det	Partial DIFM Issue or Due-out Release
2O- DEL DIFM Det	Total DIFM Turn-in
2P+ Add DIFM Det	DIFM Issue or Due-out Release

A2.4. Supply Status, Cancellation Codes, and Phrases

These codes provides supply status information or the reason for cancelling a due-in or due-out. These are the more commonly used codes and the phrases that apply:

STATUS	EXPLANATION
B5	The RID activity is in receipt of your followup request. Action to determine current status and/or improve the ESD is being attempted. Further status will be furnished within 7 calendar days.
BA	Item being processed for release and shipment.
BB	Item back ordered against a due-in to stock. Use of BB status is appropriate for local manufacture item.
BD	Requisition is under review. Additional status will be provided with action taken.
BF	No record of requisition. Reorder if still needed.
BG	Stock number changed or NSN assigned to a part number submitted or unit of issue changed.
BH	Substitute or interchangeable being supplied. NSN of item in the stock number field of the status input.
BQ	Cancelled. Result of receiving cancellation request.
BV	Item procured and on contract for direct shipment.
CG	Rejected. Unable to identify requested item. Resubmit with correct NSN or part number. If correct part number was submitted or if the correct NSN or part number are unknown, resubmit on DD Form 1348-6.
CJ	Rejected. Item coded or being coded obsolete. If still needed, resubmit requisition on DD Form 1348-6.
CK	Rejected. Item not available. Requisition next higher assembly.
N	Rejected. Source is local manufacture or fabrication.
FF	Rejected. Item not authorized stockage or issue. Resubmit requisition providing full justification.
FO	Rejected. Incomplete or invalid TO reference. If TO is correct, resubmit on DD Form 1348-6 citing complete reference, end item, etc.
ZE	Contracting unable to buy due to inadequate description.
ZS	Due-out cancellation resulting from daily or weekly due-out validation.
ZU	Due-out cancellation resulting from aircraft record validation.

ZW	Due-out cancellation resulting from monthly or quarterly due-out validation.
ZX	Due-out cancelled as a result of end-item being turned in with maintenance action taken code 4 (not repairable this station due to lack of parts).
99	Followup. This code will be decreased by one each time subsequent followup action is taken; that is, 96 would represent four followup actions.

NOTE: A single character alpha or numeric (A/N) indicates the initial method of movement by the shipper (mode of shipment)

ATTACHMENT A-3 PRIORITY MONITOR REPORT (D18)

Figure A3.1. D18/Part 1, Glossary of Terms/Abbreviations

PRIORITY MONITOR REPORT			
28MAR 95 117 TRW	/P 6011 A1	PRIORITY MONITOR REPORT (D18)	NGA820/950328 95009 95099 PAGE 1
HEADING	CONTENTS	HEADER GLOSSARY FOR D18 REMARKS	
APC	APC ACTION FLAG	STATUS DETAIL	
CS	CURRENT STATUS/MODE OF SHIPMENT	STATUS DETAIL	
DES	DELIVERY DESTINATION	DUE-OUT	
EDD	ESTIMATED DATE SHIPPED	FOLLOWUP STATUS	
	ESTIMATED DELIVERY DAY	LOCAL PURCHASE STATUS	
	ESTIMATED DATE SHIPPED	SHIP STATUS	
ENRC	EXPENDABILITY/RECOVERABILITY	ITEM RECORD	
	REPAIRABILITY COST DESIGNATOR		
FA	FORCE ACTIVITY DESIGNATOR OR TYPE ORGANIZATION FLAG	REF PART 4, CHAP 5 DUE-OUT-DETAIL RECORD	
MD	MEMO/FIRM DESIGNATOR	0 = FIRM, 1 = MEMO	
MI	MMCS FLAG	N = NO, Y = YES	
NCUN	FIRST 7 PCS OF NOMENCLATURE		
PRI	DUE-IN PRIORITY	DUE-IN	
PRJ	PROJECT CODE	DUE-IN	
PS	PREVIOUS STATUS	WILL BE EPA CALL NUMBER FOR LOCAL PURCHASE	
RDD	REQUESTED DUE DATE	DUE-IN	
RID	ROUTING IDENTIFIER	ITEM RECORD, DUE-IN, AND STATUS	
RX	REQUISITION EXCEPTION CODE	ITEM RECORD	
STD	SOURCE TRANSACTION DATE	STATUS	
SUPADD	SUPPLEMENTAL REQUISITIONER	DUE-OUT	
SUPADD	SUPPLEMENTAL REQUISITIONER	DUE-IN AND STATUS	
TD	DETAIL RECORD TYPE	0 = DUE-OUT, 1 = DUE-IN, S = STATUS	
TX	TRANSACTION EXCEPTION CODE	DUE-OUT	
UI	UNIT OF ISSUE	ITEM RECORD	

Figure A3.2. D18/Part 1, Supply/Equipment

28 MAR 95 117 TRW /P 6011 A1 PRIORITY MONITOR REPORT (D18) NG/820/950328 95009 95099 PAGE 1

SRD: GEN SUPP/ECUP PART 1 SERIAL-NUMBER: 670G001 MATERIEL CONTROL: 0

D/D MARK FOR..	DOCUMENT NBR..	ERRC NCM..	SUPAID	EXTENDED COST	STOCK NUMBER	QTY.	TD	UJC	UI	REIN NBR	MT R DES	M F	
SUP/ADD	REQ NBR.	APC D/I MARKED FOR PURCHASE ORDER											
670G001	GENA42	X299	BB42000002	XB3 GREASE, 123456	\$100.60	9150008950420	2	O	EG	CN	42000530	JEB 0 M 040	N B
YB3299		42000530		X299BB42000002		9150008950420	2	I	05		JEB		
						94P7784	2	S		95012 B5	JEB		
	PART NBR. MARAK3					TECH. DATA SSG RAY X 304					MANUFACTURERS CODE 59595		

28 MAR 95 117 TRW /P 6011 A1 PRIORITY MONITOR REPORT (D18) NG/820/950328 95009 95099 PAGE 2

SRD: GDC SUPP/ECUP PART 1 SERIAL-NUMBER: 850DG03 MATERIEL CONTROL: 0

D/D MARK FOR..	DOCUMENT NBR..	ERRC NCM..	SUPAID	EXTENDED COST	STOCK NUMBER	QTY.	TD	UJC	UI	REIN NBR	MT R DES	M F	
SUP/ADD	REQ NBR.	APC D/I MARKED FOR PURCHASE ORDER											
850DG03	GDC42	X299	BB43500009	XB3 ALTERNA 123456	\$4,626.79	2920013239783	7	O	EG	EA	NO DUE-IN	S9C 1 M 040	N B
	PART NBR. 12892472					TECH. DATA TSGT MARIT					MANUFACTURERS CODE 81381		

ATTACHMENT A-4 PFMR/OCCR UPDATE AND RECONCILIATION (D11)

Figure A4.1. D11, PFMR/OCCR Update and Reconciliation

PFMR/OCCR UPDATE AND RECONCILIATION (D11)

27 JUL 94 MAXWELL A F BAL/S 3300 01

PFMR/OCCR RECONCILIATION (D11)
PFMR MANAGER 502ND MSSQ CC
- AUDIT LIST -

MSG/969/950404 04208 94208 PAGE 1
DOLU 94208

PFMR	SERIAL NR	DOCUMENT NUMBER	STOCK NUMBER	TRIC	TTPC	BC	ERRC	FIA	TEX	NOMENCLATURE	QUANTITY	UI	EXT PRICE	
502	420810660	R229LD42050033	5910009592020	TIN	AB	9	XB3	440	TEST	RV/REC	000001	EA	\$50.00	
502	420810659	R229LD42050444	5910009739090	TIN	1B	9	XB3	440	TEST	TIN	000001	EA	\$400.00-	
502	420810662	R229LD42060444	5910009739090	TIN	1B	9	XB3	440	TEST	TIN	000001	EA	\$400.00-	
502	420810657	R229LD42070333	5910009592020	TIN	1B	9	XB3	440	TEST	RV/REC	000001	EA	\$50.00-	
502	420810656	X229LD41070032	5910009592020	ISU	AA	9	XB3	330	TEST	RV/REC	000001	EA	\$100.00-	
502	420810654	X229LD41070032	5910009592020	ISU	AA	9	XB3	330	TEST	RV/REC	000001	EA	\$100.00-	
502	420810661	X229LD42070032	5910009592020	ISU	1A	9	XB3	330	TEST	RV/REC	S9E	000001	EA	\$50.00
502	420810652	X229LD42080055	5910009592020	ISU	AA	9	XB3	330	TEST	RV/REC	000001	EA	\$100.00-	
502	420810649	X229LD42080055	5910009592020	ISU	1A	9	XB3	330	TEST	RV/REC	S9E	000001	EA	\$50.00
502	420810650	X229LD42080078	5910009592020	ISU	1A	9	XB3	330	TEST	RV/REC	S9E	000003	EA	\$150.00
													SUPPLIES	EQUIPMENT
502	TOTAL THIS SHOP CODE	FOR S/D 01	*****										\$850.00-	\$.00
													SUPPLIES	EQUIPMENT
502	TOTAL THIS OCCR CODE 229 FOR S/D 01												\$850.00-	\$.00

ATTACHMENT A-5 ORGANIZATION COST CENTER LIST (M03)

Figure A5.1. M03/Page 1, Organization Cost Center List

ORGANIZATION COST CENTER LIST (M03)						
27 JUL 94	MAMMEL A F B AL/S	3300 01	OPTION 3	ORGANIZATION COST CENTER LIST (M03)	MGV977/950518 04208 94208	PAGE 1
RC/CC 994210				ORG 421 JRPTC LANIER HS		
FUND CODE	CAC/CEAN	MEP/FJ	PMR TYPE SD	FUND TARGET	1	\$10,000,000.00
30	9999	999999	853 S 01			
DESCRIPTION	EEIC FY		NET ISSUES	NET ISSUES THIS PERIOD	OBLIGATED DUE-DITS	
GSD-UTIL-SOLID	600	CFY	\$41,600.00	\$44,602.00	\$43,600.00	
		1 PFY	\$31,600.00	\$32,600.00	\$33,600.00	
		2 PFY	\$21,600.00	\$22,600.00	\$23,600.00	
		3 PFY	\$11,600.00	\$12,600.00	\$13,600.00	
		SOC M	\$91,600.00	\$92,600.00	\$93,600.00	
GSD-PACKAGE POL	602	CFY	\$41,602.00	\$44,602.00	\$43,602.00	
		1 PFY	\$31,602.00	\$32,602.00	\$33,602.00	
		2 PFY	\$21,602.00	\$22,602.00	\$23,602.00	
		3 PFY	\$11,602.00	\$12,602.00	\$13,602.00	
		SOC M	\$91,602.00	\$92,602.00	\$93,602.00	
GSD-SUPPLIES	609	CFY	\$41,609.00	\$44,609.00	\$43,609.00	
		1 PFY	\$31,609.00	\$32,609.00	\$33,609.00	
		2 PFY	\$21,609.00	\$22,609.00	\$23,609.00	
		3 PFY	\$11,609.00	\$12,609.00	\$13,609.00	
		SOC M	\$91,609.00	\$92,609.00	\$93,609.00	
GSD-EQUIPMENT	628	CFY	\$41,628.00	\$44,628.00	\$43,628.00	
		1 PFY	\$31,628.00	\$32,628.00	\$33,628.00	
		2 PFY	\$21,628.00	\$22,628.00	\$23,628.00	
		3 PFY	\$11,628.00	\$12,628.00	\$13,628.00	
		SOC M	\$91,628.00	\$92,628.00	\$93,628.00	
SSD-SUPPLIES	605	CFY	\$41,605.00	\$44,605.00	\$43,605.00	
		1 PFY	\$31,605.00	\$32,605.00	\$33,605.00	
		2 PFY	\$21,605.00	\$22,605.00	\$23,605.00	
		3 PFY	\$11,605.00	\$12,605.00	\$13,605.00	
		SOC M	\$91,605.00	\$92,605.00	\$93,605.00	
SF-AIDPE-EXP	627	CFY	\$627.00	\$89,254.44	\$87,254.44	
		1 PFY	\$63,254.49	\$65,254.44	\$67,254.44	
		2 PFY	\$43,254.44	\$45,254.44	\$47,254.44	
		3 PFY	\$23,254.44	\$25,254.44	\$27,254.44	
		SOC M	\$183,254.44	\$185,254.44	\$187,254.44	
FUEL-GROUND-BULK	641		\$41,641.00	\$42,641.00		
FUEL-GROUND-UTIL	642		\$41,642.00	\$42,642.00		
FUEL-AVIATION-NON FLY	693		\$41,693.22	\$42,627.22		

Figure A5.2. M03/Page 2, Organization Cost Center List

ORGANIZATION COST CENTER LIST (M03)									
27 JUL 94 MAXWELL AFB AL/S 3300 01		OPTION 3		ORGANIZATION COST CENTER LIST (M03)			NGV977/950518 04208 94208 PAGE 2		
RC/CC 994210				ORG 421 JMCCLANIERHS			FUND TARGET		\$10,000,000.00
FUND CODE QAC/DBAN MFP/PJ PRMR TYPE SD									
30 9999 999999 853 S 01									
DESCRIPTION				EEIC FY	NET ISSUES	NET ISSUES THIS PERIOD	OBLIGATED DUE-CUTS		
RSD-FLYING				644 CFY	\$41,644.00	\$44,644.00	\$43,644.00		
				1 PFY	\$31,644.00	\$32,644.00	\$33,644.00		
				2 PFY	\$21,644.00	\$22,644.00	\$23,644.00		
				3 PFY	\$11,644.00	\$12,644.00	\$13,644.00		
				SUCM	\$91,644.00	\$92,644.00	\$93,644.00		
RSD-NON FLYING				645 CFY	\$41,645.00	\$44,645.00	\$43,645.00		
				1 PFY	\$31,645.00	\$32,645.00	\$33,645.00		
				2 PFY	\$21,645.00	\$22,645.00	\$23,645.00		
				3 PFY	\$11,645.00	\$12,645.00	\$13,645.00		
				SUCM	\$91,645.00	\$92,645.00	\$93,645.00		
MEMO-TOTALS									
UNOBLIGATED DUE-CUTS:									
GENERAL SUPPORT SUPPLIES					\$.00				
GENERAL SUPPORT EQUIPMENT					\$.00				
SYSTEMS SUPPORT					\$.00				
ADPE EXPENSE					\$.00				
UNFUNDED DUE-CUTS:									
STOCK FUND - SUPPLIES					\$.00				
STOCK FUND - EQUIPMENT					\$.00				
STOCK FUND - ADPE EXP					\$.00				
NONREIMBURSABLE ISSUES:									
STOCK FUND - SUPPLIES					\$.00				
STOCK FUND - EQUIPMENT					\$.00				
STOCK FUND - ADPE EXP					\$.00				
INVESTMENT ISSUES:					\$.00				
FORCED CHARGES (IPU):									
STOCK FUND - SUPPLIES					\$.00				
STOCK FUND - EQUIPMENT					\$.00				
STOCK FUND - ADPE EXP					\$.00				
UNSERVICABLE XF3 TURN-IN					\$.00				

ATTACHMENT A-6 DAILY DOCUMENT REGISTER (D04)

Figure A6.1. D04/Part 1, Daily Document Register

DAILY DOCUMENT REGISTER (D04)

28 MAR 95 GUNTER AFB /P 4898 01 <PART 1, TA: REP>DAILY DOCUMENT REGISTER(D04)(ORG-SH: 901FP)MGL804/950526 95009 95099 PAGE 1
 PMR 515 325 CES 4185 54 901 325CES/NATURAL RES(54) TYNDALL AFB FL 3240
 <--STOCK NUMBER--> ERC FAC IP RID UI <--NOMENCLATURE--> CASE QUANTITY <EXT-COST--> AC <--MARK FOR--> SUPAD TIC DOCUMENT NUMBER MC
 F B ENDING TRAN SER STA O F REASON INIT
 I C DODAC TP TRANS PHRASE OUT DOLL BALANCE DATE NUMBER DOLL ADV F C STOCK NUMBER RESIDY PROJ NB
 5820 PH43SDU1140 NF34 681 JEB 9EA RADID H43SDU1140-N 2 \$5627.40 SL 00000XILU A00009TIN E901FP 5005 0017
 F 9 1B *ITEM KILLUJ 4353 000002 95099 04696 4353 060 E K920R60000071 H SLJ

TOTAL SHOP CODE FP		CATEGORY	ISSUE/REFUEL	DOE-CUT	DOO RELEASE	TURN-IN/DERUEL	DOO CANCEL
		SUPPLIES	\$.00	\$.00	\$.00	\$.00	\$.00
		BUD CD 1	\$.00	\$.00	\$.00	\$.00	\$.00
		BUD CD 8	\$.00	\$.00	\$.00	\$.00	\$.00
		BUD CD 9	\$.00	\$.00	\$.00	\$.00	\$.00
<PMR 515>		EQUIPMENT	\$.00	\$.00	\$.00	\$.00	\$.00
		FUELS	\$.00	\$.00	\$.00	\$.00	\$.00
TOTAL ORGANIZATION 901		CATEGORY	ISSUE/REFUEL	DOE-CUT	DOO RELEASE	TURN-IN/DERUEL	DOO CANCEL
		SUPPLIES	\$.00	\$.00	\$.00	\$.00	\$.00
		BUD CD 1	\$.00	\$.00	\$.00	\$.00	\$.00
		BUD CD 8	\$.00	\$.00	\$.00	\$.00	\$.00
		BUD CD 9	\$.00	\$.00	\$.00	\$.00	\$.00
<PMR 515>		EQUIPMENT	\$.00	\$.00	\$.00	\$.00	\$.00
<BOCC 564480>		FUELS	\$.00	\$.00	\$.00	\$.00	\$.00

ORGANIZATION COST CENTER REBUD FUND STATUS

UOLK 901 <PMR 515>	<----CFY---->	<---1ST PFY--->	<---2ND PFY--->	<---3RD PFY--->	<---SUSP M--->
TARGET	\$5,000.00	\$.00	\$.00	\$.00	\$.00
OBLIGATED DUE-CUT	\$39.00	\$.00	\$.00	\$.00	\$.00
NET SALES	\$3,266.81	\$.00	\$.00	\$.00	\$.00
AVAILABLE BALANCE	\$1,694.19	\$.00	\$.00	\$.00	\$.00

DISCLAIMER
 * ACCOUNTING AND FINANCE TRANSACTIONS THAT CORRECT PMR BALANCE ARE NOT PRINTED. *

PROJECT FUND MANAGEMENT REBUD FUND STATUS

PMR 515	<----CFY---->	<---1ST PFY--->	<---2ND PFY--->	<---3RD PFY--->	<---SUSP M--->
TARGET	\$5,000.00	\$.00	\$.00	\$.00	\$.00
OBLIGATED DUE-CUT	\$.00	\$.00	\$.00	\$.00	\$.00
NET SALES	\$3,266.81	\$.00	\$.00	\$.00	\$.00
AVAILABLE BALANCE	\$1,733.19	\$.00	\$.00	\$.00	\$.00

AVERAGE DAILY EXPENDITURE - \$18.25 DAYS OF DOLLAR SUPPORT REMAINING 94 OR MORE.

CHAPTER 8 EQUIPMENT MANAGEMENT

SECTION A GENERAL INFORMATION

8.1. CHAPTER SUMMARY

This chapter describes some of the different types of equipment assets and how, you, as a customer, may obtain them. This chapter also addresses AFEMS modernization and how it impacts equipment custodians. Further, it briefly discusses the responsibilities of commanders and custodians regarding the management of Air Force Equipment.

8.1.1. Section A. This section defines equipment items, describes the equipment codes used to determine the type of management action required for managing equipment items, and lists the duties and responsibilities for organizational commanders and equipment custodians.

8.1.2. Section B. This section highlights the changes to the AFEMS in general terms, provides information as to the location of the AFEMS (C001) User Manual, and provides the standard log-on procedures upon reaching the AFEMS (C001) environment.

8.1.3. Section C. This section explains how to establish a custodian account, designate and change custodians, and transfer custody receipt of EAID items. This section further describes how custodians can gain relief from responsibility or accountability.

8.1.4. Section D. This section addresses equipment allowance standard documents. These documents depict the items and quantities of equipment items that Air Force organizations need in order to perform their assigned missions. Next, this section explains how organizations may request and obtain on-hand equipment that is required but is not in an allowance standard. This section also explains how equipment may be authorized on a temporary basis (180 days or less), under ASC 987. Finally, it describes unauthorized equipment on-hand and how to dispose of it.

8.1.5. Section E. Section E describes the different categories of equipment items, such as office furniture and government-owned appliances. It also describes how to prepare and process equipment requests.

8.1.6. Section F. This section describes how to maintain the custodian file and list the forms and management products that are required to be maintained in the file. In addition, this section describes stock number relationships regarding the issue of an equipment item as a suitable substitute.

8.1.7. Section G. Section G addresses the issue of individual clothing and equipment and the allowance standard that authorizes the issue of these type items. It also describes the organization commander's role in this process. Next, this section addresses the issue of technician toolkits and different types of toolkits.

8.1.8. Section H. This section describes the procedures and the criteria for having equipment items repaired on contract.

8.1.9. Section I. Section I explains the exchange warranty program and lists the items that are excluded from the program.

8.1.10. Section J. This section addresses requirements for CE equipment and lists the directive which describes the process for identifying and describing CE equipment requirements. This section also explains how CE equipment is requisitioned and accounted for. Finally, it lists the directives that governs the policies and procedures for handling CE project materiel.

8.1.11. Section K. Section K covers the types of COMSEC equipment, the applicable allowance standards, and identifying COMSEC requirements.

8.2. OVERVIEW

Section A defines equipment items, provides the equipment management codes used to determine the type of management action required for equipment items, and lists the duties and responsibilities for organizational commanders and equipment custodians.

8.3. DEFINING EQUIPMENT ITEMS

8.3.1. Equipment definition. Equipment is defined as:

8.3.1.1. All items of a durable nature capable of continuing or repetitive use by an individual or organization.

8.3.1.2. All items other than supplies needed to outfit an individual or organization.

8.3.2. Equipment Classification

8.3.2.1. Individual Equipment. Items required for the personal use of individuals.

8.3.2.2. Organizational Equipment. Items required for use by an organization or unit.

8.3.2.3. Special or Project Equipment. Items not authorized in an allowance standard, but are determined as essential in connection with a particular operation, function, or mission.

8.3.3. Equipment Categories. There are two separate categories of equipment items:

8.3.3.1. EAID Items. These items require formal supply property accountability and must be reflected on the organization's CA/CRL.

8.3.3.2. Non-EAID Items. these are items requested through the EMS, but do not require formal supply property accountability. Normally, these assets do not appear on the CA/CRL.

8.4. EMC

The EMC is a single-digit code used to indicate the type of management required for equipment items. These codes are defined in attachment A-1. The equipment custodian may challenge the EMC on-line into the AFEMS (C001) using the data transaction session's automated equipment management code challenge (IREC) screen if they feel it is wrong. The AFEMS (C001) provides an E-Mail notice advising the requesting custodian of the final disposition of the challenge.

NOTE: If you do not have access to AFEMS (C001), then provide the information to Equipment Management in Base Supply, and they will enter the EMC challenge into AFEMS (C001).

8.5. RESPONSIBILITIES ASSIGNED

8.5.1. Organization Commander Responsibilities. Within the scope of their specified responsibility and authority, organizational commanders are responsible for the following:

8.5.1.1. Stringent control in initiating equipment requests to ensure economic management and elimination of luxury or nonessential items (including their inadvertent entry into the equipment system).

8.5.1.2. Ensuring authorization request action is taken to obtain the equipment necessary to support the assigned or programmed functions and unit mission.

8.5.1.3. Making sure all items are properly maintained and safeguarded. If loss, damage, or destruction occurs to reportable equipment items, factual data must be provided to the Chief of Supply as support documentation for relief of responsibility and accountability.

8.5.1.4. Ensuring frequent inspections are conducted on individual clothing and equipment authorized to unit personnel or function. Inspections will determine completeness and serviceability.

8.5.1.5. Ensuring all unit personnel are properly instructed in the care and safeguarding of supplies and equipment and that these instructions are rigidly enforced.

8.5.1.6. Exercising supply discipline by:

8.5.1.6.1. Prompt repair or turn-in of unserviceable (reparable) items and unserviceable items that cannot be locally repaired.

8.5.1.6.2. Prompt action in requesting change of authorization of equipment when a function is reduced, eliminated, or when a mission change occurs.

8.5.1.6.3. Eliminating the hoarding of any supplies or equipment and ensuring the prompt return of unneeded items.

8.5.1.7. Appointing capable individuals as property custodians and alternates and establishment of, change to, or reconciliation of custodian accounts.

8.5.1.7.1. Custodians may be commissioned officers, warrant officers, noncommissioned officers, airmen (see note), or civilians and must be mutually agreeable to the organization commander and the COS. This applies to active duty or reserve, male or female personnel. Foreign nationals or local wage rate employees (foreign employees in host countries) may be appointed as primary or alternate custodians only when they may be held pecuniary liable under the law of the host country.

NOTE: An airman (SRA or below) may be appointed primary or alternate custodian by the organization commander, if the commander believes the airman is mature enough to handle the responsibility.

8.5.1.7.2. Officer personnel whose duties are directly associated with readiness of combat forces will not be assigned as equipment custodians. This applies to active duty and reserve male or female personnel, however, this restriction may be waived at the option of the MAJCOM.

8.5.1.8. Making sure a new primary custodian or alternate is appointed when both the primary and alternate custodians are absent simultaneously for 45 or more calendar days or when either custodian is transferred (permanent change of station or permanent change of assignment).

8.5.1.9. Ensuring primary and alternate custodians, not previously trained, attend custodian training provided by the COS. Custodians and alternates who have performed these duties within the past 2 years must report to Equipment Management or Customer Training on assignment to be briefed on command supplements, local policy, and local requirements.

8.5.1.10. Ensuring that enough assigned individuals are preselected to serve as equipment custodians on all unit deployments. The individuals will be identified to the host COS to receive custodian training regarding the management of Air Force equipment during deployment.

8.5.1.11. Ensuring that all personnel within the organization are aware of the policies and guidelines expressed in **AFI 23-111**, Management of Government Property in Possession of the Air Force.

8.5.2. Primary Equipment Custodian Responsibilities. Primary custodian must:

8.5.2.1. On assignment as the primary custodian, report to the EMS for a briefing on responsibilities, current equipment policies, and procedures.

8.5.2.2. Perform inventories when requested by Base Supply personnel. Ensure that all items are on-hand and serviceable. Assist supply personnel when inventories are performed by Base Supply.

NOTE: Normally, inventories are formed by the respective custodians. Inventory of EAID accounts is performed by Base Supply personnel only when the organization commander or staff agency director requests it in writing, and the request is approved by the COS. All such requests must be completely justified, noting specific discrepancies that cannot be resolved by requesting organization.

8.5.2.3. Prepare and forward requests to the EMS for authorization and allowance changes and other property transactions subject to EAID management. The request may be input on-line into the AFEMS (C001) via use of the data transaction session's TACR transaction if you have access to AFEMS (C001). Obtain the organization commander's or designated representative's signature for authorization changes when required.

8.5.2.4. Record requests that are submitted to the EMS or input on-line into the AFEMS (C001) TACR on AF Form 126, Custodian Request Log.

8.5.2.5. Maintain suspense and completed copies of all documentation needed to determine the status of accounts.

8.5.2.6. Coordinate, as needed, with such activities as the Ground Safety Officer, Documentation Manager, Director of Base Medical Services, Civil Engineer, Communications Officer, and other planning activities, before submitting requests.

8.5.2.7. Verify CA/CRL received from the EMS to make sure data are complete and accurate. Sign and return CA/CRL to the EMS within 15 workdays. Off-base organizations are allowed 30 workdays. CA/CRL dates start from the production date listed on CA/CRL.

8.5.2.8. Keep a historical maintenance record (general purpose form) on office appliances as required by TOs 00-25-211 and 46A-1-1. A record is not needed for appliances shown on the master appliance listing kept by BCE.

8.5.2.9. Report at once, any excess authorizations, allowances, or in-use assets to the EMS.

8.5.2.10. Review all allowance standards applicable to their organization with the EMS. Recommend any needed changes, additions, or deletions.

8.5.2.11. Furnish information to change EAID records to be relieved from accountability or responsibility for items that are lost or destroyed.

8.5.2.12. Make sure, when custodial responsibility ends, that the custody account is properly transferred to the new custodian and officially cleared by the EMS.

8.5.2.13. Send to the EMS, within 10 workdays, documentation for all EAID managed equipment transferred or shipped to another activity, or received from sources other than the COS. This includes equipment received from lateral support.

8.5.2.14. Make any needed followup action with the EMS.

8.5.2.15. Submit requests for all equipment found on base and send it to the EMS. Turn-in or justify the item if it is required.

8.5.2.16. Perform a due-out validation with Requisitioning (see chapter 5, this part).

8.5.2.17. Make sure, by spot checks and periodic inventory, that all assigned property is accounted for and is physically on hand, or that action was taken to clear the account of missing or damaged items.

8.5.2.18. Make sure all equipment to be turned in is clean and complete.

8.5.2.19. Prepare and maintain AF Form 1297 for items loaned outside the custodian's span of control. Items that are excess to requirements or should be transferred must not be loaned. Spot checks or periodic verification can be accomplished to ensure property is being adequately controlled and maintained. General log forms or locally approved electronic logs may be used in lieu of the AF Form 1297 for equipment items checked in and out on a daily basis. Examples are portable radios and small arms.

8.5.2.20. Check with the EMS for correct procedures for loaning equipment outside of the Air Force; for example, formal loan agreements, inter- or intra-command loans.

8.5.2.21. Affix labels provided by the EMS to equipment items on their account. Advise the EMS when replacement labels are required.

8.5.2.22. Initiate requests for rental when advised by the EMS.

8.5.2.23. Notify the COS when known equipment changes impact future supply support. Method of notification must be by letter, input online into the AFEMS (C001) by the TACR transaction or included on the AF Form 601 and must contain as a minimum: projected date for equipment installation or deactivation, any known or suspected support requirements, and if adjusted levels should be established or deleted.

8.5.2.24. Inform the base repair activity, including Contract Maintenance, of items that need inspection, repair, calibration, adjustment, or other work. State on the request the most cost-effective way to repair equipment; for instance, patch vinyl upholstered furniture instead of recovering it. For maintenance of kitchen equipment or appliances, contact the BCE. Individual equipment needing cleaning or repair will be processed according to instructions provided by Base Supply Individual Equipment.

8.5.2.25. Ensure equipment which is personal property but used in government offices has identification attached to identify the owner.

8.5.2.26. Respond to E-Mail notices from the AFEMS (C001) if you have access to the AFEMS (C001).

8.5.2.27. Maintain current configuration data in the AFEMS (C001) when access is available and you are required to do so.

8.5.3. Alternate Equipment Custodian. In general, alternate custodians must be knowledgeable in equipment management procedures, and in particular, they must be knowledgeable of their respective equipment accounts. Alternate custodians responsibilities include:

8.5.3.1. Performance of all primary custodial responsibilities with, and in the absence of, the primary custodian. These responsibilities are listed in 8.5.2 above.

8.5.3.2. Upon assignment as an alternate custodian, report at once to the EMS for a briefing on equipment policies and procedures.

8.6. PERSONNEL WITH AFEMS USER-ID AND PASSWORD

The AFEMS (C001) is presently limited by financial constraints to a specific number of user-IDs and passwords. Therefore, not every equipment custodian will have a user-ID and password for AFEMS. Present policy of most MAJCOMs dictates that Base Supply personnel, who need information from AFEMS to process SBSS equipment transactions, and custodians who process a large amount of AF Forms 601 yearly will have the user-IDs and passwords. For example, a custodian who processes 100 AF Forms 601 a year should have a user-ID and password, whereas a custodian who only processes one or two should not. Normally, the Equipment Management Section in Base Supply will know how many user-IDs and passwords are available. If they do not, they can obtain that information from their MAJCOM equipment representatives. Quarterly, personnel (including Base Supply personnel) possessing an AFEMS user-ID and password WILL UPDATE the Personal Configuration as follows:

8.6.1. Enter the AFEMS and access the e-mail session.

8.6.2. Select "P" for Personal Configuration. At Configuration Selections, select "Telephone Numbers". When Telephone Numbers appear, update the first line as follows:

8.6.2.1. Enter your complete DSN number followed by the complete commercial number. An example: DSN 596-5555, COM (334)416-5555.

8.6.2.2. If you are an equipment custodian, enter the SRAN of your local Base Supply, your equipment account designation, and organization in the remaining spaces on the third line. An example: FE3022 156EM 14TH MAINT SQ.

8.6.2.3. If you are other than an equipment custodian at base level, enter the SRAN of your local Base Supply, short designation of where you work (i.e., EMS, St Cont, Mat Cont, Inv, Doc Cont, Cust Spt), and organization in remaining spaces on the third line. An example: FE3022 Cust Spt 14th Sup Sq.

8.6.2.4. For personnel in MAJCOM and staff positions, recommend pertinent information be entered on the third line to help the item managers identify what you manage. Examples: ACC AGE EQUIPMENT, HQ USAF SUPPLY POLICY, and PAF COMM EQUIP.

8.6.3. After updating "Telephone Numbers" as described above, return to "Configuration Selections" and select "Addresses". Update "Addresses" as follows:

8.6.3.1. At primary address, enter your complete mailing address. Example: 25 SOS/LG 2000 EAST MOORE DRIVE MAXWELL AFB, GUNTER ANNEX AL 36114-3004

8.6.3.2. At secondary address, enter your message address: Example: 25 SOS MAXWELL AFB-GUNTER ANNEX AL//LG//

8.6.4. Once the above initial update is made, the quarterly requirement should only entail making changes as long as you possess your user-ID and password for AFEMS.

SECTION B AFEMS MODERNIZATION

8.7. OVERVIEW

This section highlights the changes to the AFEMS in general terms, provides information as to the location of the AFEMS (C001) User Manual, and provides the standard log-on procedures upon reaching the AFEMS (C001) environment.

8.8. AFEMS MODERNIZATION

8.8.1. Modernized AFEMS. The modernization of the AFEMS (C001) has changed some aspects of equipment management for the equipment custodian. Even though these new capabilities are described throughout this chapter, you will have to use AFEMS (C001) User Manual which provides detailed instructions for using the various system options. The AFEMS User Manual is on-line.

(**Note:** Passwords to access the AFEMS (C001) are limited. Therefore, all custodians will not have access. Base Supply's EMS knows how many passwords are allocated to your base.) The following are highlights of changes to the modernized AFEMS (C001):

8.8.1.1. On-line queries to include ad hoc.

8.8.1.2. Allowance information available on-line (AS publication eliminated for most users).

8.8.1.3. On-line allowance change request for recommending changes to allowance standards and obtaining approval for authorization changes which require approval above wing/base level.

8.8.1.4. E-Mail notices to advise the custodian of such things as allowance changes, allowance change request status, etc.

8.8.1.5. On-line requests to change equipment management codes.

8.8.1.6. Base-funded equipment excess list.

8.8.2. AFEMS C001 Access Request. Primary and alternate custodians prepare and submit an AFEMS C001 Access Request to obtain a USERID and password for the AFEMS (C001) system. Issuance of a password from the AFEMS (C001) is based upon the number of available passwords. Normally, Base Supply Equipment Management knows how many passwords were allocated from the MAJCOM for the base where you are located. Due to the limitation on passwords to access the AFEMS (C001), password issuance should be to the largest users on a base, i.e., a custodian who created 200 AF Forms 601 a year versus a custodian who only creates two or three AF Forms 601. See attachment B-1 for the instructions on how the form should be filled out.

8.8.3. AFEMS Log-On Procedures. The following is the standard log-on for AFEMS: Once you reach the AFEMS (C001) environment, enter the following information:

8.8.3.1. AFEMS (C001) initiation screen. This screen contains the date/time group in the upper right hand corner and the prompt for initiating the AFEMS log-on sequence. Input: AWP AFEMS or AWP AFEMS 1 in the enter code field in the lower left hand corner of the screen and then press the ENTER key. Then enter your PC emulation number. Enter ? to see a list.

8.8.3.2. AFEMS (C001) Log-on Screen. Input your user-ID and password (use tab key to navigate between user-ID and password) and then press the ENTER key.

8.8.3.3. AFEMS (C001) Informational Message Display. This screen provides user account information, such as the number of log-on attempts made (count field) and the data and time of the last log-on (last used). Check these values to determine if any unauthorized access occurred. Press the ENTER key after checking these values.

8.8.3.4. AFEMS (C001) Main Menu. This screen lists the processing options or sessions available through the AFEMS (C001). Choose the desired option and input the corresponding number next to the system prompt (upper left hand corner ==>).

SECTION C ACCOUNTING FOR ORGANIZATION EQUIPMENT

8.9. OVERVIEW

This section explains how to establish a custodian account, designate and change custodians, and transfer custody receipt EAID items. This section also tells how custodians can gain relief from custodian responsibility and equipment accountability.

8.10. ESTABLISHING A CUSTODIAL ACCOUNT

See chapter 1, section A.

8.11. DESIGNATING EQUIPMENT CUSTODIANS

The equipment custodian is appointed by the organization commander. The custodian decides what equipment is needed and keeps the EMS advised of these needs. Custodial responsibilities are explained in this chapter.

8.12. CHANGING CUSTODIANS

In the event of change of a custodian, the organization commander appoints a new custodian.

8.12.1. Departing Custodians. The departing custodian forwards a request (through the organization commander) to the EMS, to transfer the account to the new custodian. The request must include:

8.12.1.1. Custody receipt account code

8.12.1.2. Manpower personnel assignment document function code

8.12.1.3. Section title

8.12.1.4. Name and grade of departing and new custodian and alternate

8.12.1.5. Organization and shop code

8.12.1.6. Building number of the custodian's duty section

8.12.1.7. Telephone number

8.12.1.8. Approval signature of the commander

8.12.1.9. Signature samples for both the primary and alternate equipment custodians

8.12.2. New Custodian. When the request for transfer is received, the EMS provide two copies of a new CA/CRL, and ensures custodian training is accomplished before the custodian signs for the account. When the new custodian is fully satisfied that items and quantities included on the CA/CRL are accurate, he or she must sign on the last page acknowledging responsibility for the property. A legible copy with a legible signature is sent to the EMS. This cannot be a copy produced on a duplicating machine unless it has an original signature. A copy is retained by the custodian.

8.13. TRANSFERRING CUSTODY RECEIPT, EAID ITEMS

Custodians notify the EMS before moving or transferring items listed on their CA/CRL. If this is not possible, notify the EMS the next workday. The EMS approval is not required when a custodian loans an item on AF Form 1297, Temporary Issue Receipt.

8.13.1. Transfer of equipment between custodians. The gaining custodian coordinates with the losing custodian and the gaining custodian submits a request for transfer. Upon receipt of the request, EMS processes an intercustody receipt transfer (TRIC FET), to transfer the item and preclude expenditure of funds. Custodians provide the same data elements to EMS as for an issue request. Also provide the losing custodian with the in-use detail document number in block "E" of the AF Form 2005, the letter, or call-in.

8.13.2. Transfers of equipment for rotation, exercise, deployments, or inter- or intra-command loans. Custodians immediately notify the EMS before physical movement of the item. Notify the EMS when the item is returned, or when they receive the item from other activities. The EMS prepares the inputs to (TRICs FET/LET) transfer the item.

8.14. RELIEF FROM RESPONSIBILITY OR ACCOUNTABILITY

The custodian makes sure that all property charged to the account is on hand or that action has been taken to clear the account of missing or damaged items. The EMS advises organization commanders and custodians in completing the needed adjustment documents and makes equipment identity changes needed to correct errors.

NOTE: Policies and procedures regarding the unauthorized use of property, recovery of property unlawfully held, and accounting for property lost or destroyed by other than fair wear and tear are in AFR 177-111, Reports of Survey for Air Force property.

SECTION D EQUIPMENT ALLOWANCE STANDARDS

8.15. OVERVIEW

This section describes the different categories of equipment items such as office furniture and government-owned appliances. It also describes how to prepare and process equipment requests.

8.16. ALLOWANCE STANDARDS

8.16.1. General. The Air Force equipment allowance standards prescribe items and quantities of equipment required to perform assigned peacetime and wartime missions, functions, and duties of Air Force organizations and individual specialists. Allowance information is provided on-line in the AFEMS (C001) to all users. The new design establishes allowances by end item and mission application with the capability to compute maximum allowance quantities by organization. The AFEMS (C001) will:

8.16.1.1. Allow users on-line query capabilities to determine maximum quantities allowed for item(s) for a given organization's mission.

8.16.1.2. Validate all base authorizations to ensure they do not exceed maximum allowances.

8.16.1.3. Request allowance standard hard copy reports using the on-line query allowance standard inquiry (TINQ). The results are output to the AFEMS (C001) output product facilities.

8.16.1.4. Provide allowance changes to all affected users through E-Mail notices if access available.

8.16.1.5. Identify in-use substitutes with questionable suitability for the preferred item.

8.16.1.6. Provide hard copy or microfiche allowance standards to non-AFEMS users on a quarterly basis.

8.16.2. Provisions Governing Allowance Standards:

8.16.2.1. Generally, only nonexpendable (equipment assets) items are listed in allowance standards. Exempted from this policy are specialized tools, personal retention and survival items, components of bench sets, and WRM.

8.16.2.2. Normally, the basis of issue in allowance standards presents the maximum allowable quantity authorized by the applicable level of approval authority. The organization commander may exceed the basis of issue on non-weapon system allowance standards when the item is base-funded equipment and is for base support requirements (use code B). This policy excludes allowances in allowance standard 012--those allowance standards identified by MAJCOMs as weapons systems allowances requiring above wing/base level approval (that is WAB CEMO).

8.16.2.3. The AFEMS (C001) provides an on-line index of allowances to include miscellaneous ASC.

8.16.2.4. Requests for changes to allowance standards may be initiated by any activity (organization, squadron, shop, etc.). AF Form 601 must be submitted to the EMS or input on-line into the AFEMS (C001) using the data TACR transaction for evaluation, if access is available. Requests for allowance standard changes are submitted when it is determined that allowances are inadequate, excessive, or equipment is unsuitable for peacetime or wartime.

8.16.2.5. Training equipment required to support training courses outlined in AFR 50-5 is derived from allowance standards of the same functional area or weapon system allowance standard. The allowance ID loaded in the SBSS designates the applicable allowance standard. Place an alpha 0 in the seventh position of the ASC to designate a training requirement.

8.16.2.6. Allowance change request notices/status.

8.16.2.6.1. Allowance change request approved/disapproved. The AFEMS (C001) sends an E-Mail notice to notify the initiator and all evaluators of the final disposition of allowance change requests. The AFEMS request number is provided so the recipient can retrieve on-line the appropriate TACR if further review is required.

NOTE: Dependent upon initiator having access to AFEMS (C001).

8.16.2.6.2. Allowance change request status. You may obtain status for allowance change request by using the AFEMS (C001) on-line query allowance document status (TDSI) screen in the data transaction section. You may obtain the status by providing the AFEMS (C001) request number or any combination of stock number, allowance ID, SRAN, organization code, or shop code. If the organization code is entered, then the SRAN must be entered and if the shop code is entered, then the organization code and the SRAN must be entered. You may optionally view the on-line allowance change request.

8.16.2.6.3. Allowance change notices. The allowance change notices alert the equipment custodian of changes to allowance standards used by their organization. The AFEMS (C001) consolidates messages by organization ID for equipment custodians so each recipient will not have to read multiple messages. The equipment custodians logs on to the AFEMS (C001) and selects the E-Mail option to retrieve the E-Mail notice. The AFEMS (C001) provides the EMS with automated authorization updates for your account for the following conditions. These changes are reflected on the D04.

8.16.2.6.3.1. The allowance standard BOI for a stock number is decreased and the current base authorization exceeds the maximum allowance quantity.

8.16.2.6.3.2. The current allowance standard stock number is changed and the base authorization is citing the change from stock number.

8.16.2.6.3.3. The current stock number is transferred to a new allowance standard.

8.16.2.6.3.4. The current stock number is deleted from the allowance standard.

8.16.2.6.3.5. All changes affecting mandatory mobility allowances.

8.16.2.6.4. Organization Configuration Data

8.16.2.6.4.1. The AFEMS (C001) maintains, by ORGID, configuration questions and answers needed to calculate allowance standard basis of issue to the maximum authorized quantity for an organization. The equipment custodian must provide answers to all configuration questions applicable to their account and maintain these answers as changes occur.

8.16.2.6.4.2. Recording the initial answers and file maintenance is done on-line in the AFEMS (C001) using the on-line TORC in Data Transaction. The equipment custodian logs onto the AFEMS (C001) and chooses the data transaction option. After successfully gaining entry to the equipment custodian main menu, the equipment custodian does the following:

8.16.2.6.4.2.1. Enters TORC on the selection line to retrieve the organization configuration program.

8.16.2.6.4.2.2. Enters the ORGID and if desired, an allowance ID and/or configuration questions and answers applicable to your organization.

8.16.2.6.4.2.3. Reviews this data and if needed, updates answers applicable to your account. The retrieval, review, and file maintenance are accomplished from this single program. Enter a C under the AC column and update the answer.

8.16.2.6.4.3. Organization configuration changes which cause the maximum allowance to change. This includes deletions and mandatory mobility.

8.16.2.7. Allowance standards are the sole basis for the authorization and procurement of equipment items for mobility requirements. Base-funded equipment items in allowance standards with BOI "as required" are at the unit commander's discretion. In no case will equipment items be placed in UTC logdet without a valid allowance. Requests to change mobility equipment allowances are required by AFR 28-3 to be reviewed and coordinated by the UTC pilot unit. The logdet identifies the pilot unit.

8.16.2.7.1. The custodian should coordinate with the pilot unit so the pilot unit can determine if coordinated changes should be made for all units or would be applicable only to the originating unit. If the majority of the units concur with the request change, the pilot unit will process an equipment change request to update the allowance standard. If the change does not apply to other units, the pilot unit will request for a deviation to the allowance standard for their organization only.

8.16.2.7.2. Pilot units will coordinate proposed mobility equipment changes with non-pilot units to obtain consensus and submit an equipment change request form through normal supply channels to their gaining command CEMO for approval. Pilot units will provide a copy of the equipment change request form to non-pilot units once approved.

8.16.2.7.3. All mobility equipment authorizations are mandatory and will be on-hand, on-order, or included in an appropriate budget document if not centrally procured.

8.17. SPECIAL ALLOWANCES

Items that are not in an allowance standard but are required by an organization to perform its mission, may be obtained as a special allowance. ASC 041 is used to identify these needs. Requests for special allowances are made to the EMS on AF Form 601 or input on-line into the AFEMS (C001). They must be approved by higher headquarters, and in addition to normal justification, must state the reason the item should not be added to an allowance standard.

8.18. RETENTION AUTHORITY

Retention authority (ASC 048) is used to authorize a required item that is not in an allowance standard but is already on hand. The item cannot be replaced if it becomes unserviceable; however, it may be repaired within base resources when considered economically feasible and justified. Submit a request for special retention authority using AF Form 601 or input on-line into the AFEMS (C001).

8.19. TEMPORARILY REQUIRED ITEMS (ASC 987)

These are items that are needed for a period of 180 calendar days or less. Generally, loans are only approved for short-term activities or activities with specific temporary needs. The items are authorized for a specific period of time and must be turned in on the date the loan is terminated unless extended by the COS.

8.20. UNAUTHORIZED EQUIPMENT ON-HAND (ASC 000)

Equipment held by an organization that is not authorized, or exceeds the authorized quantity, is shown on the CA/CRL with ASC 000. This type of equipment must be turned in, or a request for authorization must be made to the EMS.

SECTION E SPECIAL EQUIPMENT REQUESTS

8.21. OVERVIEW

This section describes the different categories of equipment items such as office furniture and government-owned appliances. It further describes how to prepare and process equipment requests.

8.22. EQUIPMENT CATEGORIES

The equipment items which follow require special coordination, approval, and handling. The list is not all inclusive. In many instances, the specific allowance standard or Air Force directive dictates who must coordinate or approve a request for a certain category or piece of equipment being requested from Base Supply. These approvals must be obtained before forwarding the request to the EMS or input on-line into the AFEMS (C001). In addition to the categories listed below, see attachment A-1.

8.22.1. STEP. The Special Training Equipment Program (classified) lists major training devices for which HQ USAF has responsibility. Special training devices, attachments, and kits are listed as line items in allowance standard 014 with the basis of issue listed in the STEP. Nonexpendable STEP equipment are maintained on EAID records.

8.22.2. Rental Equipment. Custodians will submit AF Form 9 to Base supply EMS requesting rental of equipment. EMS personnel evaluates the request and determine whether procurement or rental is cost effective. After evaluation, EMS prepares a form letter or signs the AF Form 9 indicating to contracting that the item is recommended for lease/rental and returns the AF Form 9 to the custodian. The custodian then forwards the AF Form 9 to contracting for subsequent processing of DD Form 1155 for a services contract. There are separate rental procedures for fixed ground communications equipment and vehicles. Contact EMS in base supply for the procedures on the fixed ground communications and the REMS Manager in the Chief of Transportation's area for vehicle rental procedures. Maintain a copy of all rental or lease contracts (DD Form 1155) in your custodian file.

8.22.3. Local Manufacture or Fabrication. Air Force policy strictly prohibits local manufacture or fabrication of items coded local manufacture non-stock listed, without advance approval from the EMS.

8.22.3.1. When an item of equipment is needed which is coded local manufacture in stock lists allowance standard, or can only be obtained by local manufacture, the custodian submits the requests to the EMS. The item must be justified and must contain a complete description to include drawings and TO, figure, and index number. For locally designed items, attach five copies of a drawing to the request.

8.22.3.2. The EMS determines if a standard item meets the requirements. If it does, the standard item is ordered. If not, a local stock number is assigned, a request to have the item fabricated is initiated, and inputs are processed to pick the item up on the CA/CRL.

8.22.4. Bench Mockups. Bench mockups or sets required for maintenance bench checks and Air Education and Training Command (AETC) training courses are included in allowance standard by NSNs. The components which make up the mockup are listed in the allowance standard or the allowance standard provides a reference for the components, such as T.O.s or another allowance standard. Requests for bench mockups or sets are submitted to EMS. Local manufacture of these items is not permitted without advance approval of an authorization based on an allowance standard. The components actually required to configure the set are listed as an attachment to the request. If an NSN is not assigned to the bench mockup or set, the EMS assigns a local stock number temporarily. The EMS orders the components to assemble the set and process inputs to pick the items up on the CA/CRL. Only XD/XF and nonexpendable components are accounted for on the CA/CRL. To add or delete components to or from the mockup or set, the custodian contacts the EMS. When the bench mockup or set is no longer required, the custodian requests turn-in. Do not request turn-in until disassembly is completed.

8.22.5. Requests for Government-Owned Appliances. Appliances such as washers, dryers, refrigerators, and ranges in dormitories, visiting officers quarters (VOQ), bachelor officers quarters (BOQ), guesthouse, and similar facilities are EAID property and must be reflected on the CA/CRL.

8.22.5.1. Initial requests must be submitted on AF Form 2005, by letter, telephone, or radio.

8.22.5.2. Any appliance that needs to be connected to water, electricity, or gas, or requires modification of existing facilities must have the coordination of the BCE before sending to EMS.

8.22.5.3. The custodian must coordinate with the Civil Engineer for installation and checkout of an appliance when it is delivered.

8.22.5.4. Repair or replacement of appliances is requested through the BCE service call desk. When it is determined replacement is more economical, the appliance is removed and replaced with a serviceable unit from the Civil Engineer backup stock.

8.22.5.5. Refer to TO 00-25-211 for specific guidelines for repair allowances and replacement criteria.

8.22.6. Requests for Equipment Items in DRMO. Requests for serviceable and unserviceable equipment in DRMO must be processed through the EMS. The COS is required to determine if the request for withdrawal is valid. The EMS establishes EAID accountability and picks the item up on the CA/CRL. The custodian must coordinate with DRMO to ensure the asset is available in the DRMO before submitting the request.

8.22.7. Office Furniture. Base Supply no longer requires organization commanders' signature on replacement furniture requests. Organization commanders will determine (by internal process) when office furniture needs to be replaced in lieu of being repaired or rehabilitated. The replacement will be requested from Base Supply by whatever means (normally AF Form 2005) Base Supply accepts.

8.22.8. Office Partitions, Storage Bins, and Miscellaneous Requests for Assemble Items. Request for office partitions, components, and accessories must be coordinated through the BCE. Contact the EMS before submitting requests for these items. Special procedures apply for authorization of these assets meeting certain dollar or construction criteria.

8.22.9. Industrial Plant Equipment. Before requesting turn-in of industrial plant equipment, the custodian must comply with AFR 71-18, Preparation of Industrial Plant Equipment for Storage or Shipment; AFM 78-9, Management of Defense-Owned Industrial Plant Equipment; and TO 34-1-3. Industrial plant equipment are those items in Federal Supply Groups 34, 36 66, and Federal Supply Classifications 3220, 4330, 4430, and 4440 with a unit cost of \$1,000 or more. Custodians must ensure shutdown procedures are made according to AFR 71-18 and preservations is accomplished as prescribed in AFM 78-9.

8.22.10. Provisional and USAF Organization Flags, Guidons, Streamers, Flagstaffs, and Decals. Order through supply channels. Allowance standard 006 contains the allowance. AFR 900-3 and part 2, chapter 22, contains additional instructions.

8.22.11. Locally Procured Test, Measurement, and Diagnostic Equipment (TMDE). The requesting organization must coordinate requirements for maintenance, repair, and calibration with the local Precision Measurement Equipment Laboratory (PMEL) before submitting request to the COS for locally procured TMDE. (See AFI 21-113.)

8.22.12. Small Computers and Word Processing Equipment. Office application of standard and nonstandard mini- and microcomputers and word processing equipment is in a constant state of evolution and change and will be for sometime. That also means to stay responsive to filling the customers needs while fulfilling regulatory requirements, specific instructions on obtaining and accounting for this equipment is also in a constant state of change. For timely help on satisfying your requirement or answering any questions consult the Customer Service Programs Office at you supporting Base Communications activity. He or she can advise you based on current procedures outlined in part 2, chapter 22, the applicable allowance standard, and appropriate 700-series directives.

8.22.13. Special Awards (Plaques, Trophies, etc.). Requests for special awards must comply with part 2, chapters 9 and 16, and AFI 36-2803, chapter 1. If special awards are not available in Base Supply, the AF Form 9, Request for Purchase, may be used to request the item. The AF Form 9 must be coordinated by the COS or a designated representative to indicate that special awards are not available in Base Supply before submitting it to the Base Contracting Office.

8.22.14. Selected Support Equipment

8.22.14.1. Before submitting a request for turn-in and/or replacement issue to the COS, contact the EMS in Base Supply to ascertain if the selected support equipment is identified in the Uniform Repair and Replacement Criteria (UR/RC) program (TO 00-25-240). If the item is an AFTO Form 375, Selected Support Equipment Repair Cost Estimate, the maintenance activity must submit it to the FSC IM before a request for turn-in or replacement issue is made to the COS. This cost estimate is required by TO 00-25-240.

8.22.14.2. If the IM directs shipment of the equipment for repair, overhaul, or disposal, the maintenance activity must ensure a completed copy of AFTO Form 375 is attached to or shipped with the equipment. If the IM directs a one-time repair exception or retention of the equipment in an operational status until replacement equipment is received, a copy of the AFTO Form 375 must be filed in the equipment historical records when final disposal action is accomplished.

8.22.15. Real Property Similar Equipment (RPSE)

8.22.15.1. RPSE can be considered any mobile basing platform. Examples are (but not limited to): hush houses, portable test stands, tactical shelter systems (TSS), avionics mobile systems, transportable collective protection systems (TCPS), survivable collective protection systems (SCPS), chemically hardened air transportable hospitals (CHATH), and Transportable blood transshipment centers (TBTC). RPSE is accountable according to part 2, chapter 22. RPSE is not considered real property because accountability is strictly in the control of the user.

8.22.15.2. The user must ensure maintenance is performed according to applicable technical orders or directives assuring system reliability, safety, configuration control, and continued spare parts logistical support. Primary maintenance of these systems is assigned to the designate user, with limited support from Civil Engineering for work requiring more specialized expertise. Civil engineering procedures are clearly defined in their 85-series regulations. This paragraph is for information only.

8.22.16. Locally Procured Multiple Component Issues. DD Form 1348-6 and AF Form 2005 for local purchase multiple component orders that are intended to become one end-item should be processed as a package. This allows Base Supply to identify the items to Base Contracting for assignment of one solicitation number. In order to keep the package complete, and for the customer to be available to answer questions, it is recommended the package be hand-carried through Base Supply and Base Contracting.

8.22.17. Base Funded Equipment Redistribution Program. The AFEMS (C001) maintains visibility of all base funded (budget code 9/Z) equipment excess memo due-outs, firm due-outs, and requisitions to include status. Additionally, descriptive data is maintained for locally assigned L/P type stock numbers reported as excess.

8.22.17.1. The AFEMS (C001) automatically redistributes assets when the stock number for a reported excess from one base is matched to a memo due-out reported by another base.

8.22.17.2. Visibility of all base excesses is available through the AFEMS (C001) using the on-line query excess base-funded item (AEBI), and descriptive data is available using the on-line query LP/LM item redistribution data (ILPD). Both are in the data transaction session.

8.22.17.3. To view this data:

8.22.17.3.1. Choose the data transaction session from the AFEMS (C001) main menu after gaining entry to the equipment custodian main menu.

8.22.17.3.2. Enter AEBI or ILPD on the selection line to retrieve the appropriate program.

8.22.17.3.3. Excess base-funded item (AEBI). Enter either a stock number or nomenclature to retrieve all CONUS bases reporting excesses by the stock number and SRAN.

8.22.17.3.4. LP/LM item redistribution data (ILPD). You must enter the stock number and SRAN to retrieve the descriptive data for an excess asset assigned a L or P stock number. This query provides a description, part number, manufacturer, and the name and telephone number of the point of contact at the base reporting the excess.

8.22.17.4. Contact the EMS if you find an excess asset you want transferred to your account. Provide the EMS with the stock number and SRAN of the base reporting the excess. The AFEMS (C001) automatically redistributes the excess once the EMS establishes the memo due-out. This item is issued free of charge once the item is received by Base Supply.

8.22.18. Weapons Authorization and Procurement

8.22.18.1. All weapons, repeat, all weapons (including machine guns, rifles, handguns, and mortars), require congressional authorization prior to procurement in accordance with DOD Instruction (DODI) 7250.10 and Title 10, US Code, Section 138. DODI 7250.10 requires a prior authorization by quantity for weapons, just as prior authorization is required for aircraft and ships. No Air Force entity can use appropriated funds to purchase weapons without quantitative authorization by Congress or congressional authorization through formal reprogramming (DODI 7250.10).

8.22.18.2. Requests for increased allowances of weapons can only be rapidly satisfied if excess stock is available within the Air Force. Increased allowances may require procurement to satisfy new requisitions. Since procurement requires a prior congressional authorization, and such authorization is part of the annual congressional authorization and appropriation cycle, requirements must be included in the President's Budget.

8.22.18.3. Inclusion in the President's Budget: Requirements must be known to WR-ALC in time to be included in the 31 March D087N computation cycle, which forms the basis for the Air Force budget submission. Total budget lead-time can range from 25 to 39 months depending upon the time when the requirement is identified. Longer lead-times are required for specialized, non-stock listed weapons.

8.22.18.4. New weapons required for specialized military missions must be justified in accordance with AFI 10-601 prior to being included in the budget. Lead-time for AFI 10-601 processing must also be allowed.

8.22.18.5. At the same time the allowance level is being sought and AFI 10-601 justification is being processed, funding requirements should be identified by the lead command/requiring MAJCOM's Program Objective Memorandum (POM) submission. This action will insure funding requirements have been identified. If funding is not available, procurement may be delayed another 12 months due to budget constraints.

8.22.18.6. This process is the only means for buying weapons. Procurement of weapons, with appropriated funds, without prior congressional authorization, is not possible within the law.

8.23. PREPARING AND PROCESSING EQUIPMENT REQUESTS

8.23.1. Requests for EAID Items (EMC 2, 3, 4, and 5). Custodians must use one of the following methods to request equipment actions (ISU, TIN, etc.) from the EMS.

8.23.1.1. Prepare and submit AF Form 601 or input on-line into the AFEMS (C001) to request:

8.23.1.1.1. A change to an allowance standard.

8.23.1.1.2. An item in an allowance standard where the BOI requires approval above wing or base level.

8.23.1.1.3. An item that requires approval under miscellaneous ASC excludes 987.

8.23.1.2. The custodian will not input the below listed allowance change requests on-line into the AFEMS (C001). You must submit an AF Form 601 to EMS.

8.23.1.2.1. Explosive Ordnance Disposal Equipment. (FSCs 1385 and 1386)

8.23.1.2.2. Special weapons.

8.23.1.2.3. Multiple items. Request for two or more items on a single allowance change request.

8.23.1.2.4. Requests which contain classified information.

8.23.1.2.5. Communication-electronics equipment.

8.23.1.3. Prepare and submit AF Form 2005, AF Form 1445, Materiel and Equipment List (Civil Engineer organization only), or letter to request an item when both of the following conditions exist:

8.23.1.3.1. Item is in an allowance standard and the BOI requires approval at wing or base level or below.

8.23.1.3.2. The BOI, allowance general text, or other directive requires special base-level coordination; that is CSRB, Civil Engineer, IM, etc.

8.23.1.4. Submit requests by radio, telephone, or walk-in for items in an allowance standard where approval authority is at wing or base level or below, and special coordination is not required. AF Form 2005, 1445, or letter may be submitted if the custodian prefers not to use call-in service. E-mail may be used if the customer has it available and the customer's Base Supply is able to accept the request in that manner.

8.23.2. Request for Non-EAID Items (EMC 1). Custodians submit requests for non-EAID equipment by AF Forms 2005 and 1445, letter, call-in, or e-mail if the custodian's Base Supply is able to accept the request via e-mail.

8.23.3. Additional Guidance. Attachment E-2 provides guidance regarding the specific forms required for submission of equipment action request. Attachment E-3 identifies equipment which must be requested using AF Form 601.

8.23.4. Preparing and Submitting Equipment Requests on AF Forms 2005 and 1445, e-mail and letters. If the equipment item meets the criteria in paragraph 8.23.2, custodians must submit requests on AF Form 2005 (four copies) or a letter (one copy). If the item meets the criteria in paragraph 8.35 and the custodian chooses to call the item in or submit via e-mail, the same information must be provided on the call-in or on the e-mail. The call-in/e-mail point is EMS unless MAJCOMs opt to have Demand Processing be the call-in point. When Civil Engineer organizations use AF Form 1445 and there is no designated block or area for information required by this paragraph, enter data in the nomenclature block.

8.23.4.1. On issue requests, provide the following information using AF Form 2005, a letter, call-in, walk-in, or e-mail: (See chapter 3, attachment A-3 for actual blocks to be completed on AF Form 2005.)

8.23.4.1.1. Block 1--Custodian name and phone number. Customer signature is not required.

8.23.4.1.2. Block 2--Delivery destination or blank. If blank, supply programming assigns the delivery destination from the organization record.

8.23.4.1.3. Block 3--Request NSN.

8.23.4.1.4. Block 4--Allowance standard and use code for EAID items. These elements are not required on requests for replacement issue.

8.23.4.1.5. Block 5--Prime NSN when it has other than the requested NSN. This applies to EAID items only. (When using June 1983 version of AF Form 2005, you may enter this NSN in positions delegated for the part number.)

8.23.4.1.6. Block 6--Unit of issue.

8.23.4.1.7. Block 7--Quantity required.

8.23.4.1.8. Block 8--Organization and shop code in positions 31-35. Also, for EAID items provide the in-use detail document number in positions 40-43 when the detail already exists. Leave date blank for EMS to assign.

8.23.4.1.9. Block 9--Demand Code (chapter 3, attachment A-5).

8.23.4.1.10. Block 10--FAD. Leave blank (computer assigns based on USAF PD) unless the required item is in direct support of an organization authorized a higher FAD. In this case, insert supported organization's FAD (chapter 3, attachment A-2).

8.23.4.1.11. Block 11--Project Code. See chapter 3, section A, this manual. Leave blank if not applicable.

8.23.4.1.12. Block 12--Delivery Priority. Off-base organizations should leave this field blank. The correct priority is programmatically assigned to the output issue document computed with FAD and UJC. On-base organizations may leave this field blank for the computer to assign the priority to the output issue based on FAD and UJC.

8.23.4.1.13. Block 13--UJC. Identified by two elements--UND, and type of requirement. See chapter 3, attachment A-6 for the correct UND assignment, and chapter 3, attachment A-8 for the type requirement (justification). These two codes make up what is known as the UJC.

8.23.4.1.14. Block 14--Mark For. For Civil Engineer organizations other than MICAP requests, enter facility number in positions 67-71. Leave positions 72-75 blank. Enter job order number in positions 76-80 or leave blank. Other organizations, leave positions 67-80 blank or enter any desired data.

8.23.4.1.15. Block 15--Nomenclature.

8.23.4.2. Also provide the following additional information on issue requests:

8.23.4.2.1. Enter ERRCD in block F. Obtain this from the stock number directory, the AFEMS (C001) on-line query catalog data (ISCD) screen in the data transaction session (if available), or Demand Processing in Base Supply.

8.23.4.2.2. Enter "FIRM" or "MEMO" in block I. This indicates to the EMS whether to requisition the item or not, depending on your funds availability. "FIRM" means you have O&M money to pay for the item, and Base Supply should requisition the item. It is very important that this be correct. Consult your resource advisor.

8.23.4.2.3. Civil Engineer organizations enter the CE work order number in positions 45-50. Otherwise leave blank.

8.23.4.2.4. If a project code applies, enter in positions 57-59.

8.23.4.3. On turn-in requests, provide the following information by AF Form 2005, letter, call-in, walk-in, or e-mail if Base Supply able to accept the information in this manner. See (chapter 3, attachment A-3) for actual blocks of AF Form 2005. Always enter TIN in blocks labeled TRIC.

8.23.4.3.1. Block 1--Custodian's name and telephone number. Custodian signature is not required.

8.23.4.3.2. Block 2--For EMS use.

8.23.4.3.3. Block 3--Request NSN.

8.23.4.3.4. Block 4--Simple statements to replace or reduce and delete authorizations as applicable. Also state the condition of the item; that is, serviceable, etc.

8.23.4.3.5. Block 5--Prime NSN when it is other than the requested NSN. This applies only to EAID items.

8.23.4.3.6. Block 6--Unit of issue.

8.23.4.3.7. Block 7--Quantity required.

8.23.4.3.8. Block 8--Organization and shop code in positions 31-35. Also, for EAID items, provide in-use detail document number in positions 30-43. Leave data blank for EMS to assign.

8.23.4.3.9. Block 9--For EMS use.

8.23.4.3.10. Block 10--For EMS use.

8.23.4.3.11. Block 11--For EMS use.

8.23.4.3.12. Block 12--For EMS use.

8.23.4.3.13. Block 13--Mark for. For Civil Engineer organizations, other than MICAP requests, enter the facility number in positions 67-71. Leave positions 72-75 blank. Enter job order number in positions 76-80 or leave blank. Other organizations leave positions 67-80 blank or enter any desired data.

8.23.4.3.14. Block 14--Nomenclature.

8.23.4.4. Also provide the following additional information on turn-in requests:

8.23.4.4.1. Enter (ERRCD in block F. Obtain this from the stock number directory, the AFEMS (C001) on-line query catalog data (ISCD) screen in the data transaction session (if AFEMS access is available), or Demand Processing.

8.23.4.4.2. Enter date available for pickup in block I.

8.23.4.4.3. Civil Engineer organizations enter the CE work order number in positions 45-50. Otherwise, leave blank.

8.23.5. Managing Non-EAID (EMC 1) Requests. Custodians should keep a suspense copy of AF Forms 2005 and 1445 until the item is received or canceled. At that time, the DD Form 1348-1A or other notification from the EMS should be attached to the suspense copy. Documentation is maintained according to AFM 4-20, volume 2, 67 table series (to be replaced by AFMAN 37-139).

8.23.6. Instructions for Completing AF Form 601/TACR Transaction in AFEMS (C001).

NOTE: Access must be available to use TACR screen.

8.23.6.1. If the equipment item meets the criteria in paragraph 8.23.1 above, the custodian must submit an AF Form 601 or computer-generated facsimile prepared in the number of copies required by the local EMS. Input into the AFEMS (C001) using the TACR on-line transaction, keep one copy in suspense and send other copies to the EMS after obtaining the necessary base-level coordination's, if required for specific commodities. Requests that are disapproved by the organization commander are not sent to the EMS. A suspense copy not required nor is it necessary to forward a copy of the request to EMS, if the request is input on-line into the AFEMS (C001) using the TACR screen. Include the AFEMS request number on the AF Form 126, Remarks block. Maintain a record of required on-base coordination.

8.23.6.2. As a rule, use one AF Form 601 for each line item; however, one AF Form 601 may be used as a cover sheet for listings or other source documents when the same type authorization change action is required for multiple items. Before sending a request, carefully screen the CA/CRL to make sure that the item or a good substitute is not on hand. Do not input these type requests on-line into the AFEMS (C001) using the TACR screen.

8.23.6.3. When preparing AF Form 601, follow the instructions on the reverse side of the form. Use of the AF Form 601a or 601b is no longer authorized. Refer to the AFEMS User Manual for detailed instructions on how to input allowance change requests on-line into the AFEMS (C001).

NOTE: The AFEMS User Manual is on-line in AFEMS (C001).

SECTION F FILE MAINTENANCE

8.24. OVERVIEW

This section describes how to maintain the custodian file and list the forms and management products that are required to be maintained in the file. In addition, this section describes stock number relationships regarding the issue of an equipment item as a suitable substitute.

8.25. CUSTODIAN FILE

The custodian maintains this file on each account for which he or she is responsible. This does not apply to Communications-Computer Systems Project Materiel Equipment custodians. See part 2, chapter 35. The file is made up of the following mandatory items and may be maintained in the suggested sequence listed below:

8.25.1. Tab A--Current Action:

8.25.1.1. A CA/CRL.

8.25.1.2. EMS Semiannual weapons inventory listings which encompasses the last semiannual inventory accomplished plus the previous three (total of 2 years).

8.25.1.3. Semiannual COMSEC serial number verification listing if Custodian Authorization/ Custody Receipt Listing (R14) is not used to perform the semiannual COMSEC serial number verification.

8.25.2. Tab B--Information File:

8.25.2.1. A file of office machines, office break area appliances, and other items having a ready value; such as cameras, televisions, records, electronic calculators, etc. The file must include, as a minimum, the manufacturer's name, model, and serial number, if applicable. This may be a card file or a listing. If a card file is used, enter a memorandum giving the location of the file.

8.25.2.2. AF Form 1297, Temporary Issue Receipt.

8.25.2.3. AF Form 9, Request for Purchase (contract maintenance forms).

8.25.2.4. Warranty and guaranty documents.

8.25.3. Tab C--Suspense and Completed File:

8.25.3.1. Suspense File.

8.25.3.2. Completed File.

8.25.4. Tab D--Adjustment Documents. Documents on inventory action; that is, statement of charges, cash collection vouchers, reports of survey, etc.

8.25.5. Tab E--Register of Control Numbers:

8.25.5.1. AF Form 126, Custodian Request Log.

8.25.5.2. Daily Document Register (D04) or a memorandum showing the location if not maintained by the custodian. Daily Document Register (D04) will be closely monitored for transactions affecting the equipment account as Base Supply does not return paper work to customers after processing submitted customer requests.

8.25.6. Tab F--Regulations and Certificates:

8.25.6.1. A copy of this manual and all applicable supplements. When a custodian is responsible for more than one equipment account, only one set of directives is required. (May be maintained separately as an item excluded from folder.)

8.25.6.2. Current custodian designation letter.

8.25.6.3. AF Form 2426, Training Request and Completion notification, or other certification of training, for the primary and alternate custodian.

8.26. AF FORM 126, CUSTODIAN REQUEST LOG (CONTROL REGISTER)

Each custodian must keep a list of all requests submitted. This register, AF Form 126 (see attachment F-2) is set up to start with number 0001 on the first day of each calendar year. Those requests that have not been completed at the start of a new calendar year must be entered on the new AF Form 126 before logging current year requests. After the data is transferred, the AF Form 126 for the previous year is destroyed. (See attachment F-2 for instructions on how to fill out AF Form 126.) Custodians must enter the custodian request number on the AF Form 601 and input on-line into the AFEMS (C001). This is not required for equipment requests submitted by other means (that is, AF Form 2005, letter, etc.). MAJCOMs may opt to not use the AF Form 126.

8.27. DAILY DOCUMENT REGISTER

The organization is given a copy of the daily document register for all transactions that affect supply and equipment accounts. Information affecting the equipment account must be posted to the CA/CRL. The custodian file should have a memorandum that shows the location of the daily document register, if not maintained by the custodian.

8.28. CA/CRL

This is a computer produced list that shows all authorizations, assets, and due-outs for each custodian by organization code and shop code. If a custodian has more than one organizational code assigned, a separate CA/CRL is printed for each code. Items on this list are in authorized, preferred stock number sequence, with all substitutes listed immediately after the preferred number. These substitute items must always have the same in-use detail document number as the authorized preferred stock number. The custodian should check the CA/CRL to make sure that all substitutions are valid. If an item is not a good substitute, the custodian notifies the EMS in writing and then turns in the item or has EMS code it as an unsatisfactory substitute (U). This enables the EMS to order the authorized stock number. When the authorized stock number is received, the unsatisfactory substitute must be turned in. The phrase "out-of-balance" is printed after each group of records that has an imbalanced condition. The custodian should take prompt action to correct these conditions. The following are minimum requirements to maintain the custodian folder:

8.28.1. Support Documentation. Maintain all support documentation (AF Forms 601, DD Forms 1348-1, and Daily Document Register (D04) for the current CA/CRL.

8.28.2. Posting Changes. As changes occur, enter the action, the equipment request control number, and the transaction serial number on the CA/CRL if required. Draw a single nonobliterating line through the old data and enter the new data.

8.28.3. Entering New Authorizations. As a general rule, enter new authorizations at the bottom of the CA/CRL. However, where adequate space exists, new entries may be made between the lines and in the same sequence as the CA/CRL. All entries will include document number, NSN, nomenclature, ASC, quantity authorized, and quantity in-use or due-out.

8.28.4. Reference. See AFM 4-20, volume 2, 67 table series (to be replaced by AFMAN 37-139).

8.29. SERIALIZED WEAPONS INVENTORY

8.29.1. Items Requiring Semiannual Inventory. Equipment custodians will conduct a semiannual inventory of all weapons they are accountable for on their Custodian Authorization/Custody Receipt Listing.

NOTE: Weapons stored in unmanned Minuteman launch facilities may be inventoried on an annual basis.

8.29.2. Conducting Semiannual Weapon Inventories. Use the following procedures for conducting semiannual weapon inventories:

8.29.2.1. Acquiring the inventory listing. Obtain a local program which lists all the In-Use Serialized Control (250) Records with a serialized report code equal to "A" for your organization and shop code from the Base Supply Customer Service. Place your request for the inventory listing in sufficient time before you need it to allow for processing by Base Supply.

8.29.2.2. Weapons Not in Sealed Containers. Physically inventory and verify the serial number of all weapons not stored in sealed containers.

8.29.2.3. Weapons in Sealed Containers. When weapons are stored in sealed containers, open the containers of 3 percent of these weapons, inventory them, and verify the serial numbers. Annotate a two position entry on the inventory listing as close as possible to the inventoried serial number. The first position of the two position entry will be the year of inventory, i.e., 6 for 1986. The second position will contain an "A" if this is the first inventory of the year or a "B" if this is the second inventory of the year. The 3 percent weapons serial number verification applies to weapons stored in Air Force-approved weapons storage containers. Do not select the same serial number for 3 percent lot during consecutive inventories. If you find discrepancies in the 3 percent lot, open all sealed containers to verify serial numbers.

CAUTION: Open barrier bags with extreme caution by cutting as close to the existing seal as possible; cutting close will allow an adequate area for resealing. Proper handling of reusable packaging and packing materiel is important.

8.29.3. Inventory discrepancies. If you detect inventory discrepancies, immediately contact your squadron commander. Your squadron commander will determine if the discrepancy should be reported to the OSI Detachment and the Chief of Security Police. Your squadron commander should make his/her decision to report after the following takes place: You, the equipment custodian, and Base Supply's Customer Service completes research of base supply's transaction histories and related fileable documents to determine any probable transaction causes for the inventory discrepancy or discrepancies. If the research reveals a supply transaction error, request base supply correct the situation and follow-up until corrected. If the discrepancy cannot be linked to supply transactions processing, then notify your squadron commander so the discrepancy or discrepancies can be reported and Report of Survey (reference AFM 23-220) action initiated by your organization.

8.29.4. Signature. After the inventory of the weapons for your function is complete, you, the equipment custodian, will sign and date the inventory listing. The listing will be filed in your equipment custodian folder for two years.

8.29.5. Assistance to base supply. Provide information on small arms serial numbers in your possession when requested to do so by base supply representatives.

8.30. SUSPENSE FILE

Place a copy of all AF Forms 601 and 2005 and letter for items which required special base-level coordination in the suspense file. Maintain this file in custodian request number sequence. Take the following actions after the transaction appears on the Daily Document Register (D04):

8.30.1. Approved Authorization Increase. Write in the change data on the CA/CRL. After all actions are complete, note these actions on the custodian request log and place all supporting documents in the completed file.

8.30.2. Disapproved Request. Remove the suspense copy, fill out the custodian request log, and place the suspense copy in the completed file.

8.30.3. Completed Action. Action on requests are considered complete after the item is actually received or is picked up by the Pickup and Delivery Section and when the transaction appears on the D04. The custodian then places the request in the completed file until a new CA/CRL is received. If the item is reflected on the CA/CRL or the D04 as a due-out, the request and supporting documents are retained in the suspense file until the item is actually received. If the item is no longer required and is later canceled, the cancellation completes the action. Pickup and Delivery personnel must sign AF Form 2005 or DD Form 1348-1 that requests turn-in to Base Supply (not transfer to another organization) and give a copy to the custodian. The signed document must be maintained in the suspense file until the transaction appears on the D04. On completed action, note the data on the CA/CRL and place the form in the completed file.

8.31. COMPLETED FILE

The completed file is kept in custodian request number sequence. When a new CA/CRL is received, requests (for which completed actions are shown on the CA/CRL) are removed from the completed file. This file consists of those items listed in paragraph 8.30 which are considered complete according to paragraph 8.30.3.

8.32. STOCK NUMBER RELATIONSHIPS

8.32.1. Reporting Unsatisfactory Substitute. If an equipment item is issued as a suitable substitute for the authorized item and the issue item is not satisfactory, notify the EMS. Be prepared to specify the intended use, limitations, technical order data, physical or functional characteristics, and any other information which indicates the substitute item is not equal in applying performance and durability to the authorized item.

8.32.2. Reporting Questionable Substitute. If an equipment item is not designated as a suitable substitute, but you believe it should be, contact the EMS. Be prepared to specify the intended use, limitation, technical order data, physical or functional characteristics, and any other information which indicates the item is equal in applying performance and durability to the authorized item. The AFEMS (C001) sends an E-Mail notice to the equipment custodian requesting he/she confirm the validity of an in-use substitute against the preferred item.

NOTE: If custodian does not have AFEMS (C001) access, then the host EMS receives the notice.

8.32.2.1. The E-Mail notice is retrieved by the custodian after logging on the AFEMS (C001) and choosing the E-Mail option. This E-Mail notice identifies the data needed to retrieve and validate all questionable substitutes applicable to your account.

8.32.2.2. After returning to the AFEMS main menu, choose the data transaction session. After gaining entry to the equipment custodian main menu:

8.32.2.2.1. Enter TVQS on the select line to retrieve the validated questionable substitute program screen.

8.32.2.2.2. You must enter your organization identification along with either the allowance ID or stock number and your organization code, shop code, or in-use detail document number. If you enter the shop code, you must enter the organization code, and if you enter the in-use detail document number, you must enter your organization and shop code. This retrieves all questionable substitutes applicable to your account.

8.32.2.2.3. Confirm the validity of the substitute against the preferred item and record the results by updating the substitute action code.

8.32.2.2.4. Contact your EMS if you determine the substitute is unsuitable. Request EMS to:

8.32.2.2.4.1. Change the item code to a U and order a replacement. You may retain the unsuitable item until the replacement is received if the item has limited capabilities; otherwise, request turn-in action.

8.32.2.2.4.2. Realign the item under the correct preferred stock number, if the unsuitable substitute is needed to satisfy a valid requirement, and the change requested is allowed in the allowance standard; otherwise, either submit an AF Form 601 to EMS, or input an TACR on-line into the AFEMS (C001) to request an allowance change.

8.32.3. On-line File Maintenance (Base Transportation Only). The base transportation representative (includes the REMS manager) responsible for the management of the base vehicle fleet maintains the following action on-line in the AFEMS (C001). Enter the equipment custodian user group menus after choosing the data transaction option from the AFEMS (C001) main menu.

8.32.3.1. Vehicle chassis serial number (AVCH) screen. Enter AVCH on the select line to record the chassis serial number when receiving a vehicle from new procurement or to correct data errors.

8.32.3.2. Vehicle depot repair (RVDR) screen. Enter RVDR on the select line to recommend depot repair requirements.

8.32.3.3. Maintain repair requirements (RMRR) screen. Enter RMRR on the select line to review and forecast depot repair requirements which are used to establish repair and remanufacture schedules.

SECTION G INDIVIDUAL CLOTHING AND EQUIPMENT OR TECHNICIAN TOOLKITS

8.33. OVERVIEW

This section addresses the issue of individual clothing and equipment and the allowance that authorizes the issue of these type items. It also describes the organization's role in this process. The issue of technician toolkits and the different types of toolkits are also addressed.

8.34. INDIVIDUAL CLOTHING AND EQUIPMENT

8.34.1. Allowance Standard 016. The IEE is located in the Retail Sales. Allowance standard 016 is the main allowance source; but other sources, such as ASC 041 and ASC 048, may be used. The basis of issue for items listed in allowance standard 016 is usually for specific Air Force specialty code or job needs. In most cases, the basis of issue is variable. It depends on local factors such as geographical location and types of job specialties or systems supported. The organizational commander or staff agency chief determines the need for the items listed in allowance standard 016. These items are usually issued on an individual basis on AF Form 538 or AF Form 1297. Some individual clothing and equipment listed in allowance standard 016 may be issued to an organization on a pool basis. For example, several sets of wet weather clothes could be issued to Transient Maintenance, or fireproof clothes could be issued to the Fire Department. Check with the IEE to find out what items may be issued by this method. If the pool method is used and EAID accounting is required, the custodian must request these items from the EMS as a normal EAID transaction.

8.34.2. Civilian Clothing Requirements. It is Department of the Air Force policy that civilians accepting employment provide the normal work and seasonal clothing required for the climatic conditions in the geographical area in which employed. This policy also applies to the position for which employed. Seasonal clothing referred to here includes those items such as parkas, cold weather footwear, etc., and other articles of seasonal clothing whether listed or not listed in appropriate allowance standards. These items are considered as normal clothing requirements for persons residing within the area, regardless of employment assignment. Special purpose clothing reflected in allowance standard 016, not normally considered a part of the regular attire for a specific geographical area, may be provided to civilian employees under the following conditions:

8.34.2.1. When specified in the employment or contract agreement between the specified individual and the Air Force.

8.34.2.2. When protective clothing is required because of abnormal exposure to corrosive or toxic agents such as acids, oxidizers, skin contaminants, biological contaminants, etc. The requirements should be specified in the safety and health guidance of the AFOSH standards; technical orders; or Air Force, command, or local regulations. If the requirement is not specific or does not exist for specified operations, the local Safety or Bioenvironmental Engineering Office (whichever is appropriate) will determine and validate the need for protective clothing and equipment.

8.34.2.3. When special protective clothing is essential for safety or health purposes when performing operations which are inherently hazardous such as safety hats, safety shoes, electricians' rubber gloves, etc.

8.34.2.4. Where other than normal attire for the geographical area is required; that is, proper attire for cold storage workers in temperate or topical zones, cold weather gear for personnel employed in the climatic hangar at Eglin AFB FL, or personnel directed on TDY (temporary duty) to climatic zone VII.

8.34.2.5. When required for maintaining sanitary conditions; that is, dining hall personnel, hospital employees, etc. The requirement must be validated by the Hygiene Engineer and approved by IEE.

8.34.2.6. When assigned types of duty which clearly contributes to abnormal wear and tear or damage to normal work clothing. This is determined by the organization commander and approved by the IEE.

8.34.2.7. When required for wear in combat zones (see part 1, chapter 5).

8.35. TECHNICIAN TOOLKITS

The organization should use composite toolkits (CTK) as much as possible in place of individual technician toolkits. The commander, maintenance officer, or supervisor concerned is responsible for determining toolkit needs. The using organization owns the tools or CTK until they are no longer needed. Handtools for technicians, boxes, or CTRs are available from Retail Sales. All over-the-counter issues for expendable and EMC 1 handtools will be by individual line items.

8.35.1. Records Maintenance. The commander, maintenance officer, or supervisor concerned is responsible for establishing and maintaining accurate inventory records of tools issued to employees. Periodic and random inventories will be completed to ensure proper accountability and discipline.

8.35.2. Stock Levels. Maintenance officers and supervisors should maintain only the minimum necessary replacement tools in unit or shop tool cribs. Required special-use tools and power tools should be maintained for multiple worker use and to simplify time limits for issue of such tools. Tool room supervisors are responsible for the development of stockage levels and reorder points for stocking and requisitioning power tools.

NOTE: Only personnel authorized by the unit commander are permitted to shop in Retail Sales. All items issued by the Retail Sales will be turned in through the Retail Sales.

8.35.3. Expendable Tools. Some expendable handtools may be placed on maintenance bench stock. These are limited to tools that are worn out on the job, such as blades, drill bits, files, and file cleaners. Bench stock issue procedures (see part 2, chapter 25) are used for the few selected expendable tools that meet bench stock criteria.

8.35.4. Condemned Expendable Tools. Each using organization must establish a separate DRMO hold area for condemned expendable tools. These tools are transferred to DRMO as scrap by the organization.

8.35.5. EAID Accounting. Nonexpendable tools subject to EAID accounting are processed and issued as a normal EAID transaction through the EMS.

SECTION H CONTRACTUAL REPAIR

8.36. OVERVIEW

This section provides the procedures and criteria for repairing equipment items on contract.

8.37. CRITERIA FOR CONTRACTUAL REPAIR

As a rule, contracts to repair items such as office machines, furniture, and nonaeronautical commercial equipment are supported directly through the Base Contracting Office. Before requesting turn-in, the custodian will process the item through the Maintenance activity. An authorized inspector in the Maintenance activity will determine the economic repair cost and tag the item. If a Maintenance activity does not exist, custodians will use TOs 00-20-3 and 00-25-211 to determine the economic repair cost.

NOTE: For special instructions on office furniture.

8.38. MOVEMENT TO REPAIR

Equipment items requiring repair (except individual clothing and precision measurement equipment, small arms, and equipment under annual contract) are retained by the custodian until contacted by the contractor for on-site repair or transport to contractor's facility. Equipment items which cannot be repaired locally are processed through the EMS for repair and return. The custodian tags the item with an AFTO Form 350, which is clearly marked "Calibration/Repair and Return." The custodian contacts the EMS to request preparation of requiring inputs. Under no circumstances will the custodian directly ship or transfer equipment to an off-base activity for repair.

NOTE: Do not input TACR on-line into the AFEMS (C001) for AF Form 601 action identified in this section.

SECTION I EXCHANGE AND WARRANTY PROGRAMS

8.39. OVERVIEW

This section explains the Exchange Warranty Programs and lists the items that are excluded from the program.

8.40. EXCHANGE OF AIR FORCE PROPERTY WITH COMMERCIAL SOURCES

Many commercial vendors allow a trade-in credit on an old item when buying a replacement item. Air Force activities are encouraged to take advantages of these provisions. Generally, this is the case anytime the trade-in allowance is greater than the anticipated sales proceeds of the DRMO.

8.40.1. Trade-in Conditions and Restrictions. Some conditions and restriction do apply:

8.40.1.1. The item being exchanged must be similar to the item being acquired.

8.40.1.2. The item being exchanged must be required for an approved authorization.

8.40.1.3. If required, the item being exchanged must be rendered safe or harmless.

8.40.1.4. The item being exchanged must not be in one of the excluded categories listed in paragraph 8.40.2 below, unless a wavier is obtained.

8.40.1.5. The item being exchanged must be turned in and identified as exchange or trade-in property under the exchange provisions of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 481).

8.40.1.6. The item being procured must replace and perform substantially the same functions as the item being exchanged.

8.40.2. Exchange Program Exclusions. The categories of property which are excluded from the exchange program without prior approval of HQ USAF are shown in attachment I-1.

NOTE: Property may be withdrawn from DRMO in support of valid requirements, provided the foregoing criteria are met.

8.41. WARRANTY OR GUARANTY ITEMS

8.41.1. Optional Form 274, Equipment Warranty Identification. Using organizations and custodial activities that receive warranty or guaranty materiel (either through direct delivery from a local vendor, contractor sources, or Base Supply) without Optional Form 274, Equipment Warranty Identification, must check with the Base Supply Inspection Section. In this case, the user follows the guidance of part 2, chapter 10, for affixing the Optional Form 274 and routing copies of the warranty or guaranty. Inspection takes all other action, as required.

NOTE: If the materiel is received from a GSA source and warranty expiration date is already indicated, the preparation and affixing the Optional Form 274 is not required. The Equipment Custodian maintains warranty or guarantee expiration on owned equipment. If repair is required, the custodian should contact Base Contracting for guidance.

SECTION J FIXED CE EQUIPMENT

8.42. OVERVIEW

This section addresses requirements for CE equipment and lists the directive which describes the process for identifying and describing CE equipment requirements. This section also explains how CE equipment is requisitioned and accounted for. Finally, it lists the directives that govern the policies and procedures for handling CE project materiel.

8.43. REQUIREMENTS

AFR 700-3 describes the process for identifying and describing CE requirements. An AF Form 601 is not used to identify such requirements but is used to account for the equipment in the AFEMS. This is contrary to normal equipment processing. CE equipment is handled differently because it must be engineered in detail and support requirements established--such as work by Civil Engineering, logistics support (AGE, spare parts), and manpower needs--before the equipment is put in place and accountability is assumed by the custodians.

8.44. REQUISITIONING

Generally, fixed CE equipment is not requisitioned at base-level. Instead, it is "pushed" to the base as the result of a communications-computer systems (C-CS) installation project. AF Form 601 actions are not initiated until the equipment is installed. An AF Form 601 must be submitted to establish an equipment authorization and generate a requisition only when 1) the local CSRB is the approval level authority, 2) the local CSRD can provide the technical solution, and 3) local monies (i.e., budget code 9 and Z) will be used.

8.45. CE EQUIPMENT ACCOUNTABILITY

Only the highest assembly of a CE end-item is accounted for in AFEMS. As example, a GPN-22 installed as a fixed facility may be comprised of individual radar scopes or radios that are ERRCD coded S or U; however, only the highest stock numbered assembly is accounted for. The GPN-22 is reported under AFEMS and signed for by the user custodian. When the user formally accepts installed CE equipment, the RPO transfers accountability to the using activity equipment custodian. This is done using AF Forms 601 and 126-1, Information Systems Acceptance, and Commissioning and Removal Certificate. The base C-CS program manager must coordinate on the AF Form 601.

8.45.1. Main System Change-Out. When a major system change-out is programmed and EAID accountable CE equipment is included in the change-out, the equipment custodian processes an AF Form 601 to delete the equipment from the account. The AF Form 601 is sent through the Base Communications-Computer Systems (C-CS) Program Manager for coordination as outlined in AFR 700-3. Additionally, the equipment custodian, in conjunction with the Base Communications Unit Plans and Programs Function, and Base Supply, will furnish a copy of the Program Action Directive governing the major system change-out to the AFMC SPM/IMS. This needs to be done at least 90 days before the scheduled change-out so advanced equipment disposition instructions can be generated.

8.45.2. CE Reclamation. The SPM/IMS determines and accomplishes CE reclamation actions with the other services, if appropriate, and provides advanced disposition instructions to the host COS before the major system change-out.

8.46. ASSOCIATED REGULATIONS

Part 2, chapter 35, covers Air Force policies and procedures for handling CE project materiel. It describes the process from requisitioning action by the CSG, Tinker AFB OK, up to installation at the requiring site. Procedures for handling CE equipment that is already installed at a facility or site are described in part 2, chapter 22, section J.

SECTION K DEPLOYABLE AND NONDEPLOYABLE COMMUNICATION SECURITY

8.47. OVERVIEW

This section addresses the types of COMSEC equipment, the applicable allowance standards, and identifying COMSEC requirements.

8.48. TYPES OF COMSEC

There are three different categories of COMSEC equipment: airborne COMSEC, deployable COMSEC, and fixed COMSEC.

8.49. AS

Deployable and airborne COMSEC equipment appear in allowance standards applicable to each MAJCOM for the end-item the COMSEC equipment supports. Fixed COMSEC equipment is listed in AS 658.

8.50. REQUIREMENTS IDENTIFICATION

COMSEC requirements are identified by procedures established in AFR 700-3, chapter 6.

8.51. COORDINATION REQUEST

Each request for COMSEC equipment requires the coordination of the Base COMSEC Custodian, to ensure appropriate keying material and maintenance documents are ordered to support the equipment.

8.52. ORDERING

COMSEC materiel will not be pushed to any account/customer. A valid requisition is required from the supporting base supply citing a valid AS.

8.53. SERIAL NUMBER CONTROL

All items with MMAC, CA, CO, CK, CL, CR, and CY on the end of the NSN are tracked by serial number. Base Supply maintains serial number records (249 for item record and unserviceable details and 250 for all associated with a supply detail of some type) for all active items on the base. Custodians need to verify all the serial numbers held under their control semiannually (March and September). Obtain a local program which lists all the In-Use Serialized Control (250) Records with a serialized report code equal to "C" for your organization and shop code from the Base Supply Customer Service. Place your request for the listing in sufficient time before you need it to allow for processing by Base Supply. Custodian Authorization/Custody Receipt Listing (R14) may be used in lieu of this program.

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ATTACHMENT A-1 EQUIPMENT MANAGEMENT CODES

EMC	DESCRIPTION
1	<p>No in-use details and no reporting are required. These items will not normally be on your CA/CRL. EMC 1 equipment that does require EAID accounting includes the following items:</p> <ul style="list-style-type: none">- Mobility items (use code A). The major commands have the option to waive this requirement for NF1 items stored in mobility bags.- WRM (use code D).- WRM joint use (use code C).- Weapons (control item code N).- EMC 1 items substitute to a preferred item that is not EMC 1.
2	<p>Item coded EMC 1 in supply cataloging systems, but the MAJCOM has directed or approved that in-use details be established. These items will be on your CA/CRL.</p>
3	<p>In-use details and reporting are required. These items will be on your CA/CRL.</p>
4	<p>In-use details and reporting are required. These items will be on your CA/CRL</p>
5	<p>In-use details and reporting are required. These items are serial number controlled by the Air Force. These items will be on your CA/CRL.</p>

NOTE: When an EMC changes from 2, 3, or 4 to EMC 1, the EMS will process inputs to delete in-use details for that stock number. These changes will appear on the D04, Daily Document Register, as TRIC FEC. No action is required by the custodian. These items will no longer appear on the CA/CRL. When an EMC changes from 1 to EMC 2, 3, or 4, the EMS will notify custodians through the Chief of Supply newsletter, daily bulletin, or other local media. The custodian will contact EMS to have the item picked up on the CA/CRL. This change will appear on the D04 as TRIC FED.

ATTACHMENT B-1 AFEMS C001 ACCESS REQUEST FORM

Figure B1.1. AFEMS C001 Access Request Form/Front Side

SECTION I

AFEMS C001 ACCESS REQUEST

① System access requested: (check only one box)		Classified <input type="checkbox"/>	Unclassified <input type="checkbox"/>
② User request type <input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Change Enter ID for delete or change: _____		③ Contract and expiration date AFEMS Program, F33600-90-C-0138, 30 Sep 2001	
④ Last name - first name - middle initial		⑤ Grade / rank	⑥ SSN
⑦ Position title			
⑧ MAJCOM, organization and station address		⑨ Clearance level	
		⑩ Bldg / Post / Room number	⑪ Telephone / DSN Number

① SECTION II

(a) Check as appropriate	(b) Primary (check only one, enter discriminator if required)	(c) User Profile	(d) ACR Eval	(e) Data Discriminator Information	
				Type	Values
		Air Staff Policy (USAF)			
		MAJCOM (MAJCOM)		MAJCOM(s)	
		AFEMS Policy / System (Policy)			
		Allowance Manager (AM)		AM ID(s)	
		Assessment & Commodity Mgmt (ACM)			
		System Support (SS)		SS ID(s)	
		Item Support (IS)		IS ID(s)	
		Initial Acquisition ORG SPO (SPO)			
		Equipment Management Section (EMS)		SRAN(s)	
		Equipment Custodian (EC)		ORG ID(s)	

② Check the following boxes as appropriate Responsible for correcting errors in the following Data System Designators (DSDs) <input type="checkbox"/> B004 (GLI) <input type="checkbox"/> D002A (SRAN) <input type="checkbox"/> K002 (MAJCOM) <input type="checkbox"/> 0204 (MAJCOM) If additional data discriminators are required, enter below: GLI(s): _____ SRAN(s): _____ MAJCOM(s): _____	
③ <input type="checkbox"/> Responsible for review of C001/PD comparison reports. If additional data discriminators are required, enter below: MAJCOM(s): _____	
④ <input type="checkbox"/> Monitor for ALC Equipment Item Requirements. Circle one of: OC OO SA SM WR	
⑤ I acknowledge my responsibility to: 1. Protect my password at a level commensurate with the highest level of the information on the system 2. Not reveal my password to anyone 3. Not display my password 4. Not give my password to another individual 5. Notify the CSSO and/or my manager of any potential system compromise	⑥ Connectivity path if known (terminal type, ID, etc.)
⑦ User printed name	Signature _____ Date _____

⑧ Notice: The Privacy Act 5U.C.552a, requires that federal agencies inform individuals, at the time information is solicited from them, whether the disclosure is mandatory or voluntary, by what authority such information is solicited, and what uses will be made of the information. You are hereby advised that authority for soliciting your Social Security Account Number (SSN) is Executive Order 9397. Your SSN will be used to identify you precisely when it is necessary to determine your need and eligibility for access to Government classified information. Although disclosure of your SSN is not mandatory, your failure to do so may result in the denial of your being granted access to classified information associated with your request.

LOCAL REPRODUCTION IS AUTHORIZED UNTIL AIR FORCE FORM IS PUBLISHED
 All Previous Versions Obsolete (Revision C, 21 Jun 94)

Figure B1.2. AFEMS C001 Access Request Form/Back Side

SECTION III

Special access requirements

SECTION IV

Remarks and / or disapproval statement

SECTION V

Supervisor name and signature / office symbol

Date

DSN

Organization Commander / title / office symbol / signature

Date

DSN

Host Chief of Supply / designated representative / signature

Date

DSN

MAJCOM Security Officer name and signature

Date

DSN

AFEMS PMO Security Officer name and signature

Date

DSN

SECTION VI (for internal use only)

① Login code / User ID

② Student ID

③ Date access granted

④ DSD system name

⑤ CSSO name and signature

⑥ Date

⑦ DSN

⑧ Password administrator name and signature

⑨ Date

⑩ DSN

ATTACHMENT B-1A INSTRUCTION FOR FILLING OUT AFEMS C001 ACCESS REQUEST

AB-1A. PURPOSE

To provide the user with step-by-step instructions for completing the AFEMS C001 Access Request. AFEMS C001 Access Request form is usually obtained from the user's immediate supervisor or through the user's security representative.

SECTION I

BLOCK NUMBER	ACTION/INFORMATION
1	Classified/Unclassified. Check appropriate block account on either the classified or unclassified AFEMS processor. If user requires access to both, two separate access requests are required. (NOTE: Base LAN users are restricted to unclassified access only.)
2	User Request Type. Check the appropriate box as to whether this is an add (new account), delete, or a change to an existing account.
3	Contract Number. AFEMS Program F3360-90-C0136, 30 Sep 2001. No user input required.
4	Name. Enter your name.
5	Grade/Rank. Enter your grade/rank.
6	SSN. SSN is required for all access requests to the classified AFEMS. SSN is optional for access requests to the unclassified AFEMS.
7	Position Title. Self explanatory.
8	MAJCOM, Organization Symbol, and Station Address. Ensure that the three-character System Command Code for the assigned MAJCOM is included. See attachment B-2 for a current listing of MAJCOM codes. This attachment is in MAJCOM title sequence. (NOTE: These are the codes in the AFEMS Database Tables.)
9	Security Clearance Level and Data Completed. Required only for access requests to the classified AFEMS.
10	Bldg/Post/Room Number. Self explanatory.
11	Work Telephone/DSN Number. Self explanatory.

SECTION II

BLOCK NUMBER

1

ACTION/INFORMATION

Complete using the following so your user account can be established to support your work functions:

A

Check as appropriate. Check as many user profiles that apply to your position. At least one user profile must be selected:

Air Staff Policy (USAF). Establishes equipment and vehicle management policy. Provides program direction to MAJCOMS via the USAF PD and PMD. Performs readiness assessments and mission simulations. Approves HQ USAF controlled equipment. HQ USAF Surgeon General approves and controls all medical item allowances. Obtains decision management products.

MAJCOM. Evaluates and recommends equipment allowance change request depositions. Reviews and coordinates SERD. Implements USAF PD and PMD taskings. Assesses force structure changes. Forecasts time-phased equipment requirements. Maintains reporting organization files. Authorizes command controlled equipment. Determines assets disposition for excess base funded items. Tracks in-use assets. Identifies war reserve materiel and vehicle requirements. Performs readiness assessments and simulations. Obtains decision management products.

AFEMS Policy/System (Policy). Maintains the overall surveillance of AFEMS through continuous review and analysis of allowances, authorizations, and decision management products. Implements USAF PD and PMD taskings. Assesses impact of structure changes. Monitors AFEMS transactions history information and functional statistics.

AM. Maintains allowance standards. Coordinates and adjusts equipment allowances based on force structure changes. Reviews and establishes allowances for approved SERDs. Processes allowance change requests. Determines what items are suitable for inclusion in allowance standards. Conducts weapon system allowance standard reviews with customers. Assesses potential equipment allowance for interchangeability and substitution relationships. Monitors allowance statistics. Obtains decision management products.

ACM. Assesses overall weapon system supportability and readiness. Implements USAF PD and PMD requirements. Assesses impact of force structure changes. Compiles budget estimates for POM development. Reviews SERDs. Monitors execution of weapon system management plans. Reviews in-use assets and item acquisition status. Obtains decision management products.

SS. Assesses weapon system supportability and readiness. Tracks in-use equipment assets, item acquisition status, allowance change requests, and MAJCOM time-phased equipment requirements forecasts. As directed, contracts for and submits SERDs for evaluation, coordination, approval, and inclusion in allowance standards. Assesses impact of force structure changes. Implements USAF PD and PMD taskings. Submits budget estimates for POM development. Monitors functional statistics. Obtains decision management products.

IS. Controls the buying, stockage, issue, redistribution, and disposition of items. Computes requirements. Determines item substitution and interchangeability relationships. Evaluates equipment allowance change requests and SERDs. Validates requisitions via stock control and distribution functions. Monitors functional statistics, especially item, due-in, and IM and ALC statistics. Obtains decision management products.

Initial Acquisition Organization. Contracts for and submits SERDS for evaluation, coordination, approval, and inclusion in allowance standards. Provides due-in and in-use contract equipment asset information.

Implements PMD taskings. Assesses system supportability and readiness. Monitors functional statistics. Obtains decision management products. Submits budget estimates for POM development. Within this profile, acquisition contractors will not have universal read capability of AFEMS. Acquisition contractors will only be able to transmit digitized SERDs to AFEMS and obtain receipt confirmation.

EMS. Evaluates and recommends equipment allowance change request disposition. Establishes equipment authorizations after confirming quantities and basis of issue in AFEMS allowance standards. Confirms redistribution of assets. Assesses and reports readiness. Implements force structure changes. Monitors transaction history information and functional statistics. Obtains decision management products. Equipment Custodian. Reviews pertinent allowance standards. Submits requests for equipment authorization. Originates, coordinates, and monitors equipment authorization. Originates, coordinates, and monitors equipment allowance change requests. Maintains equipment account records; confirms organization mission products.

B Primary. A user with multiple profiles and multiple data discriminators may want to establish a primary account.

The establishment of a primary user account will allow the user to bypass the USER PROFILE and DATA DISCRIMINATOR screen, and proceed directly to the account where the bulk of the work is to be completed. Not establishing a primary user account will result in the display of the USER PROFILE and DATA DISCRIMINATOR screen.

Only one account can be selected to be primary. If there are multiple data discriminators associated with the user profile selected to be primary, enter the data discriminator in this column, otherwise just check the appropriate user profile designation.

C User Profile. Defines the title of the functions allowable within AFEMS. This title is used in conjunction with block 1a instructions. There is no action required.

D ACR Evaluation. If the user profile selected allows for the designation of and ACR Evaluation (AF Form 601 Coordinator), and the user is an ACR evaluator, the letter Y needs to be entered. Leaving this field blank means that the user does not have this authority.

E

Data Discriminator Information. The user must enter any data discriminators applicable for their tasks. For each user profile, the required data discriminator type is identified under the Type column. The data discriminators for each profile is to be entered in the blank line provided. If the space provided is not sufficient for the data discriminators use Section IV, (See Section IV comments on the method for annotating the information). Enter the information in accordance with the following guidelines.

AM ID. Required for the Allowance Manager user profile. The information is the manager ID. The format of the information is to be a three-position alpha-numeric code, i.e., ABC, X1B, etc.

Item Support (IM) ID. Required for the Item Support user profile. The information is the Manager ID. The format of this information is to be a three-position alpha-numeric code, i.e., ABC, X1B, etc.

System Program Manager (SS) ID. Required for the System Program Manager user profile. The information is the Manager ID. The format of this information is to be a three-position alpha-numeric code, i.e., ABC, X1B, etc.

MAJCOM. Required for those users selecting the MAJCOM user profile. Enter the three-position system command code, i.e., MOB for Air Mobility Command. Refer to attachment B-2, MAJCOM Codes, for valid names.

SRAN. Required only for a user assigned to the Equipment Management Section user profile. Enter the six-character code, i.e., FE2300 DODAAC and SRAN are synonymous in this instance.

Organization ID. Required only for a user assigned to the Equipment Custodian user profile. The 12-character organization ID can be obtained from Base Supply if not known.

2

Certain users are responsible for correcting errors associated with the various data loads. If you are responsible for correcting data load errors, then you must check the appropriate data system designator box. In parenthesis next to each system is the information required to provide you with specific error correction information through the OUTPUT PRODUCTS options. This additional information needs to be entered as required in the spaces provided. The SRAN is the six-position alpha-numeric, i.e., FE4812. The GLI is the four-position location code, i.e., ABCD. The MAJCOM is the three-position system command code. Enter all specific information for which you are responsible.

- 3 The users responsible for the review and correction of the C001/USAF PD Comparison Reports need to check this box. This report is produced during the load of the PD data and will be provided to the user through the OUTPUT PRODUCTS option. Again, your system command code must be entered. Reference attachment B-2, MAJCOM Codes, for valid names.
- 4 Check if you are the ALC Equipment Requirement Monitor--circle the appropriate ALC. This will provide you with the periodic reports generated through C001 background process, through OUTPUT PRODUCTS.
NOTE: The POLICY user profiles are provided specific reports based on office symbol. These reports will be established in OUTPUT PRODUCTS on a per user basis. Ensure if you are a policy user profile that your office symbol is provided in Section I.
- 5 Read the requirements for protecting your user account. If there are any questions contact your security representative.
- 6 Connectivity Path (if known). Describe the communications connectivity path that your terminal will use to reach AFEMS. This information will provide AFEMS Help Desk personnel with information to help resolve any user access problems. If you need assistance contact your local communications representatives.
- 7 User Name, Signature, and Date. Self explanatory.
- 8 Privacy Act Information. Read for understanding requirements to access classified information.

SECTION III

Special Access Requirements. Enter the special access requirements and a statement to justify the rational/requirement for this access. For example, Security Administrators require access to auditing reports and would need to state that need.

SECTION IV

Remarks. Used to provide additional information. In particular, the need to define more user profile/data discriminator combinations than can be clearly documented in Section II. It is recommended that this information be grouped as illustrated in the examples:

MAJCOM / ELM, ICT MOB
EMS / FE2300, FE4826

This will ensure all authorized accounts are accurately established. Disapproval Statement. Rationale for disapproval of request.

NOTE: Individual disapproving the AFEMS C001 Access Form should return the form, through the offices that coordinated on the form to the requester.

SECTION V

Supervisor's Name, Signature, and Date. Signature validates user access requirement and security clearance information. Organization Commander's Name, Signature, and Date. For other than AF base activities, the block should be signed as follows:

ALCs - 4 Ltr symbol
MAJCOM Hqs - 3 Ltr symbol
HQ USAF - 4 Ltr symbol

Host Chief of Supply or Designated Representative Signature. Self explanatory.
AFEMS Security Name and Signature. To be completed by the AFEMS Security Officer, LMSC/SKS.
Disapproval Statement. Rationale for disapproval of request. }

NOTE: Disapproving official should return the request form through the offices that coordinated on the form to the requester.

SECTION VI

This section is completed by the development contractor and is provided for completeness only.

BLOCK NUMBER	ACTION/INFORMATION
1	Login Code/User-ID. Initial login/user-ID and password created by the password administrator. (NOTE: The user will log in this user-ID and password for initial access. The prompt will tell the user to create a new password.) The initial user-ID is maintained in the system and is the only way the user may get the account reset should the user forget the new password or be locked out of the system.
2	Student ID. The ID required to access training functions. Used after successful access to AFEMS with the user-ID.
3	Data Access Granted. Self-explanatory.
4	DSD System Name. C001.
5	CSSO Printed Name, Signature. Development contractor password administrator.
6	Date. Self-explanatory.
7	DSN. Self-explanatory.
8	Password Administrator Name and Signature. May not be the same as the CSSO.
9	Date. Self-explanatory.
10	DSN. Self-explanatory.

ATTACHMENT B-2 MAJCOM CODES FOR AFEMS C001 ACCESS REQUEST

SYSTEM <u>CMD CODE</u>	CMD <u>CODE</u>	<u>MAJCOM TITLE</u>
EUR	3G	AF Element - Other European Activities
LAN	3N	AFELM LANTCOM
SUC	3M	AFELM SOUTHCOM
ZEC (NEW)	3P	AFELM US Central Command
PCO	30	AFELM US Pacific Command
SOE	3D	AFELM US Special Operations Command
SAJ	3Q	AFELM USSTRATCOM
ISC	02	AF Inspection Center
MMJ	51	AFMCM MJ
MFO	4W	AF Medical Logistics Office
CMB	1C	Air Combat Command (Formerly TAC-SAC)
AAG	06	Air Force Audit Agency
CMC	0Y	Air Force Communications Agency
AFW	2W	Air Force District of Washington
ELM	3V	Air Force Element
ESC	1W	Air Force Engineering and Services Center
INT	05	Air Force Intelligence Agency
LCT	2E	Air Force Legal Services Center
LOG (OLD)	0F	Air Force Logistics Command
MEA	01	Air Force Management Engineering Agency
MPC	09	Air Force Manpower and Personnel Center
MTC	1M	Air Force Materiel Command (Formerly AFSC/AFMC)
MWR	2U	Air Force Morale, Welfare and Recreation Center
ICT	2G	Air Force News Center
OMS	2F	Air Force Office of Medical Support Center
OSI	07	Air Force Office of Special Investigations
OPS	08	Air Force Office of Security Police
TEC	03	Air Force Operational Test and Evaluation Center
RDF	3X	Air Force Rapid Deployment Forces
AFR	0M	Air Force Reserve
RBO	2M	Air Force Review Boards Office
SOC	0V	Air Force Special Operations Command
TAP	2L	Air Force Technical Applications Center
MOB	1L	Air Mobility Command (Formerly SAC/MAC)

ANG	4Z	Air National Guard
NGS	21	Air National Guard Support Center
RPC	01	Air Reserve Personnel Center
AETC	0J	Air Education and Training Command
AUN	0K	Air University
AWS	2Q	Air Weather Service
DAV	4H	Defense Audiovisual
DMA	88	Defense Mapping Agency
HAF	0N	Headquarters, US Air Force
JCS	41	Joint Communications Support Element
MAP	4O	Military Assistance Program Country
PAF	0R	Pacific Air Forces
RCM	31	Reserve Central Managed
HRS	2K	USAF Historical Research Center
ACD	06	US Air Force Academy
AFE	0D	US Air Force, Europe
SPC (NEW)	1S	US Space Command

ATTACHMENT E-1 SPECIAL EQUIPMENT REQUEST

R U L E	A	B	C		D
	If the request is for		then before you submit your request to base supply it must be		
		consisting of	coordinated by	approved by	refer to
1	audiovisual equipment		base-level audiovisual manager		AFR 700-32, Vols I & II
2	carpet			base civil engineering	AFM 88-15
3	coffee makers (for break areas)			Organization Commander	Allowance Standard 006
4	copying machine			wing/base DA or tenant DA (if applicable)	AFR 6-1
5	duplicating machine				
6	filing equipment	patented filing and indexing system	wing/base DA		AFM 4-20
7		installed powered storage systems	wing/base PDO		AFR 7-1 and AFM 4-20
8		mechanized or powered systems	base documenta- tion manager		AFM 4-20
9		safes	base civil engineering		AFM 88-15
10	defense reutiliza- tion MKT office (DRMO) items				
11	intrabase radio systems	base station		base CSRB	Allowance Standard 660 AFR 700-18
12		paggers			Allowance Standard 660
13		two-way radio			
14	locally procured test, measurement, and diagnostic equipment (TDME)		supporting precision meas- urement equip- ment lab (PMEL)		AFI 21-113
15	magnetic media typewriters		supporting precision meas-	base CSRB	AFR 700-series directives
16	micrographics		wing/base DA		AFR 6-1
17	microwave oven (from break areas)			Organizations Commanders	Allowance Standard 006

18	office partitions		base civil engineering		AFM 88-15
19	photographic equipment			base-level audiovisual manager	AFR 700-32, Vols I & II
20	records tape (sound & visual)				
21	photographic equipment			supporting CSRB	AFRs 700-8, Vol II & 124-18

ATTACHMENT E-2 METHODS USED TO SUBMIT REQUESTS FOR EQUIPMENT

Is the item being re-quested allowed in the Allowance Standard?	Does the quantity being requested plus the in-use quantity exceed the allowance?	Is approval authority required above the wing/base level?	Is the re-quested item list as Budget Code (BC) 9?	Submit your request using			
				AF Form 601	AF Form 2005	Letter	Call-in
NO				(Note 1) YES			
YES	NO	NO	NO		YES	YES	YES
		YES	YES/NO	YES			
	YES	NO	NO				
		YES	YES		YES	YES	YES
			NO	YES			

NOTE 1: The custodian may input the request into AFEMS (C001) using the on-line DATA TRANSACTION SESSION TRANSACTION ALLOWANCE CHANGE REQUEST (TACR) if access is available. This method will not be used if the request is for: EOD equipment (FSC 1385/1386); special weapons; multiple items; request which contains classified information; C-E

ATTACHMENT E-3 EQUIPMENT ITEMS THAT MUST BE REQUESTED USING AF FORM 601

Vehicles (Items listed in allowance standard 01)	Comments
Fixed C-E and COMSEC Equipment	Fixed C-E and COMSEC requirements are identified as described in AFR 700-3, Communications-Computer Systems Requirements Processing. The AF Form 601 is used to requisition (when the organization is directed) and account for these items in AFEMS.

ATTACHMENT F-1 SUPPLEMENTAL INFORMATION FOR COMPLETING AF FORM 601

BLOCK	ENTRY
To	Enter the military address of the office to review coordinate on the form. The reviewing authority comments block may be used for coordination when necessary to allow enough To/From blocks for Base Supply and CEMO coordination.
Signature	Unless otherwise directed by this publication or allowance standards, the signature in the block must be that of the COS or Deputy COS at base level. The signatures of directors or executive officers, etc., of other Air Force activities must not be used.
Signature of ORGN COMDR (9)	The organization commander or designated representative will sign the requests with which he or she concurs. Requests not concurred in by the organization or designated representative will not be forwarded to the EMS. The commander or the designated representative's name and grade will also be typed or printed. The designated representative cannot be the primary or alternate custodian.
NSN or Part Number (11)	For requests where stock or part number is not available, use justification block for complete description of the time.
Allowance Identification (18)	If the request is not based on an allowance standard, enter the special ASC; for example 041, 048, etc.
Justification and Item Description	Justification must substantiate the basis of issue contained in the allowance standard or ASC cited. The use, frequency of use, application end-item, item, weapon system, aircraft, level of maintenance, technical order, AFSC, etc., will be entered as part of the justification. If an increase, explain why the current in-use quantity will not satisfy your needs. All requests for C-E equipment will contain the coordination of the Base Communications-Computer (C-CS) Program Manager.

<<< REST OF FORM TO BE USED BY SUPPLY OR REVIEWING ORGANIZATIONS >>>

BLOCK	ENTRY
Reviewing	EMS personnel and/or the reviewing activity will enter comments to clarify action taken and/or describe the additional information required. Preprinted lists of locally determined standard statements to clarify actions taken or describe information required may be used.

ATTACHMENT F-2 INSTRUCTIONS FOR COMPLETING AF FORM 126

BOX	ENTRY
Customer Name	Self-explanatory.
Account No.	Enter the organization and shop code assigned.
Activity	Enter the name of the shop, section, or other locally determined identifier. (Examples: 360th Cameron Engine Shop, 207th TACRON Admin, etc.)
Request No.	Column A--Julian date. First position represents numeric day of the year (001 for 1 January and enter 4001). Column B--Sequence number, four positions. Begin the sequence number with 0001 on the first day of each calendar year. 40010001 would represent the first request processed on 1 January 1994.
Stock No. Noun QTY	Self-explanatory.
Type of Request Remarks	Enter an X in the appropriate column, (F, G, or H) identifying the request. (Titles are self-explanatory.) Enter any information that will benefit the custodian, such as name of the individual in the section or shop needing the item, whether directed by higher command, designated as mobility equipment, removed from mobility, excess, canceled, etc. Enter "AFEMS" and the AFEMS request number for those TACR input on-line into the AFEMS (C001).
Date Completed	Enter date custodian actually received the item and the date the transaction is reflected on the Daily Document Register (D04)

ATTACHMENT I-1 PROPERTY CATEGORIES EXCLUDED FROM EXCHANGE PROGRAM

FSC	Group Nomenclature
10	Weapons
11	Nuclear Ordnance
1	Guided Missiles
15	Aircraft and airframe structural components
16	Aircraft and components and accessories
17	Aircraft launching, landing, and ground handling equipment
20	Ship and marine equipment
22	Railway equipment
31	Bearings
32	Woodworking machinery and equipment except lathes, milling machines, and saws (circular or band)
34	Metalworking machinery except drill presses, lathes, milling machines, and saws (circular and band)
40	Rope, cable, chain, and fittings
41	Refrigeration and air conditioning equipment
42	Fire fighting, rescue, and safety equipment
44	Furnace, steam plant, drying equipment, and nuclear reactors
45	Plumbing, heating and sanitation equipment
46	Water purification and sewage equipment
47	Pipes, tubing, hoses, and fittings
48	Valves
51	Hand tools
53	Hardware and abrasives
SC	Group Nomenclature
54	Prefabricated structure and scaffolding
55	Lumber, millwork, plywood, and veneer
56	Construction and building materials
68	Chemicals and chemical products, except medicinal chemicals
75	Office supplies and devices, except cards, tabulating
83	Textiles, leather, and furs
84	Clothing and individual equipment

CHAPTER 9 SPRAM

SECTION A SPRAM PROCEDURES

9.1. CHAPTER SUMMARY

This chapter provides the procedures for maintaining and safeguarding SPRAM assets.

NOTE: As we go to press, the Air Force is changing the policy on how we issue, account, and report SPRAM assets. Until new SPRAM procedures are developed, please coordinate with your Chief of Supply to determine local SPRAM procedures. This chapter will be amended when the new SPRAM procedures are finalized.

9.2. OVERVIEW

This section describes the various types of SPRAM assets and how to obtain them from Base Supply. It also defines the responsibilities and approval authority for the various levels of management from the Logistics Group Commander to the primary and alternate SPRAM custodians. The procedures for issue and turn-in, deployment and/or transfer of SPRAM assets, and the mandatory documentation required for SPRAM custodians to maintain are also addressed.

9.3. SCOPE OF SPRAM

9.3.1. Definition. SPRAM assets are identified as ERRCD code XD items. Maintenance personnel use them to perform functions such as detecting or isolating faults, calibrating or aligning equipment, and duplicating an active system installed in an aircraft or on on-line equipment. In addition, SPRAM includes items in the 21-series TOs and are used to conduct approved AETC training courses.

9.3.2. Management. SPRAM assets are managed on in-use detail records accounted for by Base Supply. In-use details provide the Item Manager with Air-Force wide visibility of XD assets for requirements and buy computations. This ensures additional SPRAM assets are procured if requirements exceed asset availability. Recoverable assets accounted for by a different method, such as supply points, do not require transfer to SPRAM details.

9.3.3. Retention. SPRAM flag is a code used to identify the types of requirements authorized for retention of SPRAM assets. SPRAM authorized document codes are identified in attachment A-2.

9.4. SPRAM RESPONSIBILITIES

9.4.1. Major Commands. All SPRAM requirements as of 1 May 97 will be forwarded to MAJCOM headquarters for submission to the SPD direct. Data should include the stock number, quantity, end item supported, (i.e., C-135) and justification. Once MAJCOM receives SPD approval with supporting documentation, the MAJCOM will notify the supported activity to requisition the asset. The supported activity will requisition assets using transaction exception code R, project code 428, and demand code I on the ISU. Process an SPR to create requisition using demand code I, project code 428. These requisitions will be passed to D035A and placed in suspended status until the SPD can be contacted to ensure funding is available. The item manager will modify the requisition to include the SPD fund code. The IM must not source a SPRAM asset until the SPD has approved and directed the IM to do so via application of the fund code. To process the requisition before SPD's fund approval is a direct violation of the antideficiency act. These requisitions will require close management as the SBSS does not have specific programming to restrict unauthorized SPRAM transactions. Documentation authorizing the free issue must be maintained as long as the authorization exists. (This is a temporary fix until implementation of the global combat support system.) Future requisitions will have SPD fund code on the requisition prior to submission. Require all supported activities to publish SPRAM custodial responsibilities in Customer Training Guides. Custodial responsibilities will include as a minimum:

9.4.1.1. Review justification for SPRAM authorizations concurrent with the annual inventory.

9.4.1.2. Specifically determine whether the original justifications are still valid and validate annually.

9.4.1.3. Delete invalid SPRAM authorizations, turn in excesses and cancel unneeded requisitions.

9.4.1.4. Maintain justification documentation for all SPRAM authorizations until the authorization is deleted.

9.4.2. Logistics Group Commander (or equivalent). Within the Scope of Specified Responsibilities and Authority.

9.4.2.1. Reviews and certifies as the approval authority, all requests for SPRAM authorizations submitted by SPRAM custodians.

9.4.2.2. Ensures all SPRAM assets are properly maintained and safeguarded.

NOTE: The above procedures may be delegated by the Logistics Group Commander to the Maintenance Squadron Commander. Delegation below that level is not authorized.

9.4.3. Organization Commander.

9.4.3.1. Ensures all mission-essential SPRAM assets are on-hand or on-order to support the assigned or programmed functions and unit mission.

9.4.3.2. Appoints capable individuals as SPRAM custodians and alternates, including establishment, change, or cancellation of SPRAM accounts. Custodians may be commissioned officers, noncommissioned officers, or civilians and must be mutually agreed upon by the organization commander and the Logistics Group Commander. This applies to active duty Air Force and Reserve personnel. Foreign nationals or local wage rate employees (foreign nationals in host countries) may be appointed as primary or alternate SPRAM custodians only when they may be held peculiarly liable under the laws of the host country.

9.4.3.2.1. Ensures primary and alternate SPRAM custodians, not previously trained, attend training provided by the COS. Custodians and alternates who have performed these duties within the past 2 years will report to Equipment Management or Supply Training on assignment to be briefed on command supplements.

9.4.3.2.2. Ensures qualified individuals are preselected as SPRAM custodians on all unit deployments. Individuals will be identified to the host COS to receive training regarding management of SPRAM assets during deployment.

9.4.3.2.3. Ensures personnel are aware of policies and guidelines established in AFR 20-14, Management of Government Property in Possession of the Air Force (to be replaced by AFI 23-111).

9.4.4. Primary and Alternate SPRAM Custodian.

9.4.4.1. Upon assignment, schedules training or a briefing on responsibilities, current policies, and procedures with EMS.

9.4.4.2. Performs inventory of SPRAM assets as identified on the R25, SPRAM Report List, which is furnished by EMS upon change of primary custodian, when you or your organization commander/staff agency director (or a higher authority) requests an inventory, or when your MAJCOM deems an inventory be accomplished more often. Delete any invalid SPRAM authorizations, turn in excesses and cancel unneeded requisitions. Maintain justification documentation for all SPRAM authorizations until the authorization is deleted.

9.4.4.3. Review and validate justification for SPRAM authorizations concurrent with the annual inventory. Specifically determine whether the original justifications are still valid and annotate annual validation. Certifies all authorizations are current and necessary for mission support.

9.4.4.4. Verifies the R25 received from the EMS to ensure data are complete and accurate. Signs and returns the R25 to EMS within 15 workdays from the production date on the R25 (off-base organizations are allowed 30 workdays).

9.4.4.5. Reports at once, any incorrect authorizations and excess on-hand assets to the EMS.

9.4.4.6. Furnishes all information and documentation required to change SPRAM records to be relieved from accountability or responsibility for items lost or destroyed.

9.4.4.7. Makes sure the custody account has been properly transferred to the new custodian when responsibility ends, and the custodian is cleared by EMS.

9.4.4.8. Performs initial and periodic inventories when required or requested by personnel. Ensures that all items are on-hand and serviceable. Assists Base Supply personnel when inventories are performed by Base Supply.

NOTE: Normally, inventories are performed by the respective custodians. Inventory of SPRAM accounts is performed by Base Supply personnel only when the organizational commander or staff agency director requests it in writing, and the request is approved by the Chief of Supply. All such requests must be completely justified, noting specific discrepancies that cannot be resolved by requesting organization.

9.4.4.9. Provides justification citing supporting documentation when requesting new or increased SPRAM authorizations. Supporting documentation includes TO references, maintenance directives, correspondence, etc. The methodology for computing the SPRAM quantity will be included in the justification. For example, a maintenance directive states a quantity of two SPRAM assets are required per aircraft and 24 aircraft are assigned to the organization. The SPRAM quantity authorized under this justification would be 48 each.

9.4.4.10. Prepares and forwards authorization, issue, and turn-in transactions subject to SPRAM management. Obtains the Logistics Group Commander (or equivalent) signature for authorization changes.

9.4.4.11. Performs a due-out validation with the Requisitioning Element in Base Supply (see chapter 5).

9.4.4.12. Establishes an accounting method or system that allows immediate identification of SPRAM assets stored or used outside the custodian's workcenter. This may be done by using hand receipts (AF Form 1297), logs, letters, charts, etc., and is normally documented in a local MOI.

9.4.4.13. Provides EMS a listing of all SPRAM assets to be deployed or transferred.

9.5. ISSUE AND TURN-IN OF SPRAM ASSETS

NOTE: As we go to press, the Air Force is changing the policy on how we issue, account, and report SPRAM assets. Until new SPRAM procedures are developed, please coordinate with your Chief of Supply to determine local SPRAM procedures. This paragraph will be amended when the new SPRAM procedures are finalized.

9.6. DEPLOYMENT OF TRANSFER OF SPRAM

When it is necessary to deploy or transfer SPRAM assets, the SPRAM custodian must provide the EMS a listing of all items to be transferred or deployed indicating the duration, location, and any special actions required. The custodian determines if any requirements on order at the time of transfer action should remain on-order or be cancelled.

9.7. SPRAM CUSTODIAN FILES

The following mandatory items should be maintained by the SPRAM custodian to determine the status of the SPRAM account.

NOTE: Additional documentation may be maintained at the option of the custodian.

9.7.1. Appointment Letter. A current copy of the primary and alternate custodian appointment letter with certificates or letters indicating dates Base Supply SPRAM training was completed.

9.7.2. R25 SPRAM Listing. A signed verified copy of the current R25 SPRAM listing indicating all authorizations are valid and assets are in the possession of or accounted for by the custodian.

9.7.3. Custodian Request Log. A copy of AF Form 126, Custodian Request Log, with suspense and completed documentation submitted to Base Supply. Completed documentation may be destroyed upon receipt and approval of a new R25 listing.

9.7.4. Supporting Documentation. All supporting documentation for (all) SPRAM assets authorized on the account. Authorized document codes are contained in attachment A-2. Justification documentation will be validated annually and maintained on file until the SPRAM authorization is deleted. All copies of hand receipts, logs, letters, etc., used to identify assets stored or used outside the custodian's workcenter.

9.7.5. Records of Assets Off-Base. All records of assets that accompany end-items (that is, aircraft, test stations, etc.) off-base for other than deployments. A copy of the correspondence directing the movement of the assets with applicable model and serial numbers. If end-items return without the SPRAM assets, the depot or using location will be tasked to return the assets, provide a replacement, or accept accountability. Coordinate with the EMS to process turn-ins and shipments to the gaining location, if required. Maintain copies of turn-ins and shipment documentation until an updated R25 is approved and filed.

9.7.6. D18 and M30 Listings. Current copies of D18 and M30 due-out validation listings until superseded.

9.7.7. Relief of Accountability Documentation. All copies of documentation requesting relief of accountability for assets lost, damaged, or destroyed until updated R25 listing reflects all actions have been completed and the R25 is signed and filed.

9.7.8. Daily Document Register D04. Copies of the D04, Daily Document Register, reflecting all transactions affecting the SPRAM account. Maintain until receipt of updated and signed R25 listings are received.

ATTACHMENT A-1 SPRAM FLAG

A1.1.1. PURPOSE

To list the SPRAM flag codes used to identify the type of requirements authorized for retention of SPRAM assets.

CODE	TERM	DEFINITION
A	Stand-Alone Spares	Assets used in place of test, measurement, and diagnostic equipment (TMDE) to calibrate, align, or repair an item. The asset could be used as an active spare in support of a particular end-item system. An example is a digital controller that is used to calibrate a C-141A aircraft altitude heading reference system (AHRS) transmitter and also used as an active spare to support the C-130H aircraft compass system. The digital controller is used in place if a synchro readout device (TMDE) when calibrating the C-141A aircraft AHRs transmitter. Normally, this application is used when TMDE is nonexistent or too costly to obtain.
B	Test-Station Spares	Assets located with but not component parts of, the basic set as listed in the applicable IPB of the TO. An example is a TRU used to repair the test station. Test station spares do not include bench mockup assets maintained on accountable supply records according to procedures in part 2, chapter 22.
D	21-Series Technical	<p>Assets identified in the applicable 21-Series Order Assets TO for a particular aircraft or missile MDS assets in the 21-Series TO are divided into three categories:</p> <ul style="list-style-type: none">(1) MSPE. Assets in section I of the 21-Series TO are used to protect aircraft or missile mission from damage, or to make it safe for maintenance.(2) AME. Assets in section II of the 21-Series TOs are used to configure an aircraft or missile for one of its operation missions. They can be installed and removed.(3) CPSE. Assets in section III of the 21-Series TOs are used for life support and comfort of crew and passengers.

F	Fault Isolation	Assets used to detect or isolate a fault or Spares a problem in Spares on-line equipment such as aircraft, missile, or communications systems, test etc. These spares are required by the applicable maintenance TOs or service and repair publications to complete troubleshooting of a malfunction system. An example is a printed circuit board used to isolate a like circuit board which is inoperative.
S	Shop-Standards	Assets established as an authorized or Spares recognized measure that used to determine the accuracy of various measurements in other assets. Shop standard spares are typically used by avionics maintenance shops when the accuracy of a like spare or system must be established and validated. Examples of shop-standard spares are sealed components such as a gyro, an aircraft instrument, or indicator, etc. Shop standard spares differ from fault isolation spares in that they are used as a noninstalled auxiliary component of test equipment.
T	Training Spares	Assets used within approved AETC training courses. These assets are used to conduct formal instruction on the repair and maintenance of the item. Training spares will only be authorized in support of training courses as outlined in AFR 50-5, special AETC courses established by appropriate authorities, and MTS including those listed in the MTS supplement to the STEP. Training spares are restricted for AETC use only. Training spares cannot be installed on on-line operational systems (i.e. aircraft, missile, communications, etc.) without prior maintenance repair action.
Z	Other Assets	Assets used by maintenance personnel for the test, repair, or evaluation of an operational system not otherwise identified.

NOTE: This is a one-digit code used to define what SPRAM asset is used for. It is loaded on the SPRAM in-use detail with the two-digit alpha document code (see attachment A-2) to determine the basis for the SPRAM authorization

ATTACHMENT A-2 SPRAM AUTHORIZED DOCUMENT CODES

A2.1. PURPOSE

 To provide a list of authorized document codes for SPRAM assets.

FIRST DIGIT	DEFINITION
M	Manual
R	Regulation
T	TO
L	Letter
C	Message
O	Other
SECOND DIGIT	DEFINITION
U	Headquarters USAF
M	MAJCOM
A	AFMC
L	Local